



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION AGENDA

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

This meeting will be held online via Teams as well as in person at City Hall Chambers in Oregon City; please contact hschmidt@orcity.org for the meeting link.

CALL TO ORDER

ROLL CALL

CITIZEN COMMENTS

DISCUSSION ITEM

1. Special Guest Speaker - Representative Annessa Hartman
2. Youth Clothing Drive - PTA Clothes Closet of Clackamas County
3. Youth Advisory Commission Ordinance and Bylaws

COMMUNICATIONS

4. Staff Liaison Updates

MINUTES

5. March 11, 2024 Youth Advisory Commission Meeting Minutes

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.

Chapter 2.62 – Youth Advisory Commission

2.62.010 – Created.

There is hereby 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.
- 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 commission liaison 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 by the Youth Advisory Commission city commissioner at the first regular meeting of the term.

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.

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 Committee 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 and driver safety or any other topic determined to be of importance by the Youth Advisory Commission.
- B. Members shall participate in an annual goal-setting retreat at the beginning of each term. - 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. Members of the youth advisory commission shall attend at least three community service events per session. - The Youth Advisory Commission shall be present in at least three community events per session.
- E. The youth advisory commission shall organize a minimum of one student town hall to hear from their peers and engage the larger Oregon City youth community. - The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community.
- 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.

- A. Members may have no more than one unexcused absence or no more than two excused absences from youth advisory commission meetings. 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 member, 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 youth advisory commission.

- 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.

*If details of the Code of Conduct are moved to the bylaws it will be an easier approval process in the future if anything needs to be amended. *

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 Committee Bylaws

DRAFT (approved at the 5/10/2023 YAC meeting with edits)

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. 22-1006, OCMC 2.62.015)

2. Membership

- 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 youth advisory commission shall elect a chair person and vice chair person 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.

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.
- 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. Approval of Minutes
 - iii. Discussion Items
 - iv. Communications
 - v. 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 follow 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 youth advisory commission shall be held to the highest standards of citizenship, scholarship and participation.

- a. Members may have no more than one unexcused absence or no more than two excused absences from youth advisory commission meetings. 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. – Members may have no more than three unexcused absences from youth advisory commission meetings. An absence shall be considered excused provided advanced notice of 24 hours is provided to the staff liaison or is determined to be excused by the staff liaison.
- b. Unexcused 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 member, 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 youth advisory commission.
- f. YAC members may speak with the staff liaison or the City Commission representative 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

From time to time, the YAC may review and recommend changes to its bylaws.



CITY OF OREGON CITY

Staff Report

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

To: Youth Advisory Commission
From: Community Engagement Specialist
Hannah Schmidt

Agenda Date: April 8, 2024

SUBJECT: STAFF LIASON UPDATES

1. Recruitment

I have spoken with Jarrod about opening applications for the Youth Advisory Commission on May 6, 2024, and having the open application period extended until June 28, 2024. This timeline allows for the Mayor and Commissioner Marl to arrange visits to the High Schools during the remaining school year and for interviews to take place over an extended period in July/August. The first Youth Advisory Commission meeting to take place next term will be on September 9, 2024.

All current Youth Advisory Commission Members have served two terms on the Commission. Based off the current Youth Advisory Commission ordinance:

“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.**”

Please keep this in mind as we advance into a new term beginning in September 2024.

Advertising:

- Scheduling visits to Oregon City public and private high schools
 - As the city staff liaison, I would be happy to assist in scheduling and participating in the HS visits if needed.
 - Are any current Youth Advisory Commission members interested in joining in on the visits?
- Once the application opens, announcements will be made on the City’s social media accounts. Subsequent posts will be generated based off the number of applications received.
- Flyer distribution to Oregon City charter, private, and public HS’s including OCSD.
- Flyers will be posted at Oregon City Public Library, City Hall, Pioneer Community Center, and Oregon City Pool.
- An advertisement will be placed in the summer edition of Trail News and the May and June E-Trail News. The summer edition of Trail News is expected to hit mailboxes on May 22, 2024.

2. Oregon City Public Library Teen Advisory Committee (TAC)

I spoke with TAC's city liaison, Sabrina Tusing, about ways in which we can connect the Youth Advisory Commission with the TAC and vice versa. We are hoping to plan a meet and greet event with both organizations towards the end of the term in June. I will be sure to keep you updated on this development.

3. Oregon City Together

You were sent an email on March 19th asking for your input on the Oregon City Together Youth Mental Health Campaign. If you have not already, please provide your input on their campaign by filling out the survey. Oregon City Together is randomly drawing from the list of survey participants to win a Dutch Bro's gift card. **The extended deadline to complete the survey is April 15th.**

[Youth Mental Health Campaign Posters/Stickers Draft Survey](#)

This campaign will be introduced at Oregon City Togethers' Film Series kick-off on Tuesday, April 16th at the End of the Oregon Trail Center. Oregon City Together invites the Youth Advisory Commission to join them for the events listed below, click the link on each event to register:

- 4/16/2024 – [Angst, Raising Awareness around Anxiety](#)
- 4/30/2024 – [Suicide: The Ripple Effect](#)

4. Community Events/Volunteer Opportunities:

Clackamas River Basin Council

- 4/6 ivy pull at Atkinson park [sign up here](#)
- 4/20 earth day event (TBD) [sign up here](#)
- 5/11 PENDING Mother's Day pollinator baskets - CRBC will need help putting these together
- 6/17 mussel survey at a private restoration site [sign up here](#)
- [General Clackamas River Basin Council Events](#)

If the Youth Advisory Commission is interested in getting more involved with Clackamas River Basin Council, Communications and Program Coordinator, Dakota Hufford, is flexible to arrange a work party just for the Youth Advisory Commission within the month of May.

Oregon City Sponsored Cultural Events

- MENA (Middle Eastern-Norther African) Heritage Fest at the Pioneer Community Center, April 14th from 12:00 p.m. to 3:00 p.m.
- Ukrainian Spring Celebration at Gardiner Middle School, May 11th from 12:00 p.m. to 3:00 p.m.
- Oregon City Juneteenth at OC Library Park and Pioneer Center, June 15th from 2:00 p.m. to 5:00 p.m.



Concerts in the Park: 4th of July

“On behalf of the Parks and Recreation department, I am thrilled to extend to you an invitation to participate in our upcoming 4th of July event and our full 2024 concert series. We would be honored to have members of the Youth Advisory Commission contribute to the Kids/Youth area at our 4th of July celebration, as well as join us for the concerts throughout the summer. Our Kids area traditionally includes engaging activities such as face painting and balloon art set up by vendors, with the Oregon City Chess Club often hosting a table. This year, we are excited to introduce additional art activities and coloring tables for the enjoyment of young attendees. The primary ask would be for July 4th, with the concert series continuing Thursday nights from July 11th to August 15th. The time commitment for your participation would be from 5:30 pm to 8:30 pm. We are flexible and open to organizing shifts or having a continuous presence throughout the three-hour duration. Our team at Parks and Recreation will take care of setting up the necessary tables and supplies. We kindly request your assistance in monitoring the area and engaging with the children during the festivities. Furthermore, we encourage the Youth Advisory Commission to utilize a small table to display flyers or information about your initiatives and projects, allowing you to promote your valuable work to our community. Should you have any questions or require further information, please feel free to reach out to me at tmiller@orc.org or 971-204-0425. Your participation and support would greatly enhance the success of our events.”

National Night Out

Last meeting, Vance Walker mentioned having the Youth Advisory Commission’s assistance at the National Night Out Event on August 6, 2024. Is the Youth Advisory Commission interested in hosting a booth at the event and/or assisting Vance Walker with the Bicycle Rodeo?



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION DRAFT MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, March 11, 2024 at 7:00 PM

This meeting will be held online via Zoom as well as in person at City Hall Chambers in Oregon City. Please contact Community Engagement Specialist, Hannah Schmidt, at hschmidt@orc.org for virtual meeting information.

CALL TO ORDER

Call to order by Chair Brianna Nizic at 7:11 PM

ROLL CALL

PRESENT:

Alana Plaisance, Bailey Brown, Bella Bone, Brianna Nizic, Henery Cardona Gameros, Landon Lu, Myles Kinney, Julian Guerra Molina, Justin Evers, and Denyse McGriff

STAFF: *Hannah Schmidt, and Vance Walker*

EXCUSED: *Hannah Granderson*

ABSENT: *Melanie Gabriel*

CITIZEN COMMENTS

No public comments.

DISCUSSION ITEM

1. Ben Simmons, Transportation Advisory Commission (TAC) Chair, and Vance Walker, Assistant Public Works Director, presented the TAC annual report to the Youth Advisory Commission. Ben Simmons explained the purpose of TAC which is to advise the City Commission, Planning Commission, and Urban Renewal Commission on transportation matters. Ben highlighted the accomplishments of the TAC over the past year which included success in their Speed Bump Program, moving forward on Speed Studies within the City of Oregon City, and the installation of the flashing beacons on Holcomb Boulevard that is a part of the Safe Routes to School grant program. Ben and Vance accepted questions from the Youth Advisory Commission and emphasized their desire to receive help from the Youth Advisory Commission for National Night Out and a potential Distracted Driving Campaign. The National Night Out is the first Tuesday of every August and is a nationwide event. In Oregon City, the event is driven by the Oregon City Police Department and is located at the End of The Oregon Trail.

- Public Works extended an invitation for the Youth Advisory Commission to assist with the Bicycle Rodeo, which is a fun and interactive educational course to help teach the public about bicycle safety. Myles Kinney expressed concern about speeding on Myers Rd specifically within areas that children are present/walking. Vance Walker emphasized the lengthy process that is involved with having to conduct a speed study but indicated that he would bring up Myers Rd as an issue of concern with his staff. Vance Walker and Ben Simmons talked in-depth about the different methods used to help encourage the public to practice safe driving methods. They also discussed the materials, procedures, and processes of road maintenance. Vance Walker touched on the WIFIA funded projects that will be upgrading Oregon City's water distribution system. Vance Walker discussed the notoriety that Oregon City Public Works has received for utilizing a device called the City Rover that uses AI to be able to detect potholes on Oregon City roads. The Youth Advisory Commission expressed interest in having a tour of the Public Works Facility. This tour will be scheduled during a regular Youth Advisory Commission meeting by Hannah Schmidt at a later date.
2. The Youth Advisory Commission reviewed the rubrics for all the categories of the "If I Were Mayor Contest..." (poster, essay, and multimedia presentation) and evaluated the 25 submissions from all 4th-12th grade levels. There were two multimedia presentation submissions, one essay submission, and 22 poster submissions in total. Hannah Schmidt emphasized that the Youth Advisory Commission and the City can work to better advertise the guidelines of the contest in the future. It seems that applicants were not fully aware of the criteria that they were being judged on.

Myles Kinney moved to not submit a multimedia presentation. Julian Guerra Molina seconded. Unanimous approval.

Justin Evers moved to advance the essay forward in the "If I Were Mayor Contest...". Making this contestant the 1st prize winner of the essay category and moving the submission forward to the state competition. Julian Guerra Molina seconded. Landon Lu, Henry Cardona Gameros, Brianna Nizic, Julian Guerra Molina, and Justin Evers voted yes. Denyse McGriff, Myles Kinney, and Alana Plaisance voted no. Motion passed. The essay contest winner will be awarded at an upcoming City Commission meeting and be presented with an award and a cash prize of \$75.

The Youth Advisory Commission went around the room where the poster entries were displayed and marked their initials next to their top three entries. Poster #12 received 6 votes, poster #5 received 6 votes and poster #20 received 4 votes. A vote was conducted to decide the 1st place winner of the poster category, and everyone unanimously voted for poster #12. The Youth Advisory Commission decided that poster #5 would be awarded 2nd place and poster #20 would be awarded 3rd place. Julina Guerra Molina moved to have the 1st place winner from the poster contest receive a \$75 cash prize, the 2nd place winner of the poster

contest receive a \$50 cash prize, and the 3rd place winner of the poster contest receive a \$25 cash prize. Myles Kinney seconded. Unanimous approval.

Hannah Schmidt will notify the contestant winners and advance the 1st prize winners in each category onto the state competition before the state deadline on April 5th. Hannah will work to have the “If I Were Mayor...” award presentation added to the City Commission Meeting Agenda for April 3, 2024. The Youth Advisory Commission was encouraged to attend this City Commission meeting and one representative from the Youth Advisory Commission will present the award to the students with the Mayor.

3. The Pioneer Pantry Board has declined the Youth Advisory Commission’s request to collaborate on a Youth Clothing Drive with their organization. It was stated that a clothing drive is out of the scope of the organization’s mission and vision, which is focused primarily on food insecurity. Hannah Schmidt emphasized that a Clothing Drive is still a feasible project for the Youth Advisory Commission to complete before the end of the school year. She has reached out to a couple of different organizations who could potentially be a partner in a clothing drive. Myles Kinney made a connection from the Clackamas County Women’s League and will send an email out to the organization about collaborating on a clothing drive on behalf of the Youth Advisory Commission.

Mayor Denyse McGriff spoke to someone who was a board member of the Pioneer Pantry, and they informed her that the board never voted on collaborating with Youth Advisory Commission on a clothing drive. This board member also stated that Pioneer Pantry has indeed done clothing drives in the past.

COMMUNICATIONS

Representative Annessa Hartman is tentatively scheduled to present at the next Youth Advisory Commission meeting on April 8, 2024.

MINUTES

4. Brianna Nizic pointed out Bailey Brown’s name was misspelled in both the minutes that are up for approval. Julina Guerra Molina moved to approve the minutes as amended for the February 22nd virtual Youth Advisory Commission Meeting. Justin Evers seconded. Unanimous approval.
5. Justin Evers moved to approve the Minutes as amended for the February 22, 2024 Youth Advisory Commission Meeting. Julian Guerra Molina seconded. Unanimous approval.

ADJOURNMENT

Brianna Nizic adjourned the meeting at 9:05 pm.