



BURNS CITY COUNCIL MEETING

Wednesday, September 9, 2026, at 6:00 p.m.

**Burns City Hall
242 S. Broadway
Burns, Oregon 97720**

Mayor Jen Hoke

Councilor Susan Lowe

Councilor Bryan Garo

Councilor Shane Brockmann

Councilor Chase Patterson

Councilor Andrew Roy

Councilor Tod Gahley

COUNCILORS AND CITIZENS ARE WELCOME AND ENCOURAGED TO JOIN THE REGULAR COUNCIL VIA ZOOM.

Members of the public and media wishing to address the council during any public comment period will be able to join the webinar as an “attendee.” Attendees will be able to view the Webinar on a desktop, laptop or mobile device such as a smartphone or iPad by using the following link: <https://uso2web.zoom.us/j/9020143459> Meeting ID: 902 014 3459

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Establish Quorum (*Roll Call*)**
- IV. Public Comments**

Members of the public desiring to address the Mayor and Council shall first be recognized by the Presiding Officer and then state their name and address for the record. Unless otherwise designated by the presiding officer, each person shall have up to three minutes to present their comments. City Councilors normally should not directly respond to a public comment during the public comment period. Councilor comments should be held until the Councilor comment period.

- V. Agenda Approval and Added Agenda Items (*Discussion/Action*)**

Any matters added to the agenda at this time will be discussed during the “New Business” portion of this Agenda or such other time selected by the council.

- VI. Consent Agenda (*Discussion/Action*)**

Information concerning matters listed on the Consent Agenda has been distributed to each member of the council for reading and studying, is routine, and will be enacted or approved by one motion of the council without separate discussion. If a separate discussion is desired concerning a



particular matter listed in the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda at the request of any council member.

Regular City Council Meeting August 12, 2026

Recording for August 12, 2026, City Council meeting:

https://zoom.us/rec/share/NjYSqBsVjSKgdUNXvBB8tk75nBzt_wYkcyfCnFerwuSb52hSDoyznb3WlcofrXxJ.CzcJZxFbbfU78wsu?startTime=1786581888000

Passcode: M&Q&EqH9

VII. Department Head Report – Police Chief Robby Tiller

VIII. New Business (Discussion/Action)

1. Public Meeting Laws – City of Burns Charter & Oregon Government Ethics Commission
2. Donation Request – Harney Hub - Senior Nutrition Program
3. Kim Rollins – Transparency for Communication between Council and Staff and Requirements for Written Minutes
4. Clint Whitney – Follow up on Property Issues

IX. Old Business (Discussion/Action)

X. Resolution/Ordinances (Discussion/Action)

XI. City Manager Report (Discussion/Action)

XII. Committee Reports (Discussion)

1. Cemetery Committee – Councilor Lowe
2. Safety Committee – Councilor Roy
3. Airport Committee – Quartey Update by Fire Chief Scott Williamson
4. R3 – Councilor Gahley
5. URA –
6. Waterways Committee – Councilor Hoke

XIII. Councilor Comments (Discussion/Action)

XIV. Adjourn

The Burns City Council meetings are available via Zoom and in accordance with ORS 192.610 to 192.690, these meetings conform to guidelines set forth in public meeting law. In accordance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48



hours before the meeting to City Recorder Tiffany Leffler (541) 573-5255 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance. If a request is made, the city will make a reasonable attempt to honor the request.

Updated Agenda Posted: September 4, 2026, at Burns City Hall, Burns Post Office, Harney County Courthouse, City of Burns Website, and City of Burns Facebook Page.

BURNS CITY COUNCIL

August 12, 2026

The Burns City Council met in regular session on August 12, 2026, at 6:00 p.m. Members present were as follows:

Mayor: Jen Hoke
Councilor President:
Councilors: Susan Lowe
Shane Brockmann
Bryan Garo
Chase Patterson
Andrew Roy
Tod Gahley

Also, in attendance were City Manager Brenda Engebretson, Public Works Director Ty Richardson, Police Chief Robby Tiller, Fire Chief Scott Williamson, and City Clerk Tiffany Leffler.

SUMMARY

The Burns City Council meeting on August 12th began with the Pledge of Allegiance and roll call. During public comments, Kim Rollins (831 Riverside Drive) expressed frustration over a delayed hearing assistance request. The council approved a \$200 banner renewal for the Burns High School football team and a \$100 water and sewer certificate for their silent auction. Clint Whitney (863 West Jefferson) raised concerns about property access issues caused by a new berm put in by the Veterans Village, and the council agreed to look into the matter. The council approved the construction contract for a snow removal equipment building at the airport. City Manager Brenda provided updates on ongoing projects and the upcoming URA meeting. Councilor Roy discussed fire safety concerns related to overgrown lots and raised questions about financial transparency, specifically regarding adjusted journal entries. The conversation ended with councilor's expressing thanks to city staff and firefighters for their recent efforts.

PUBLIC COMMENT

Kim Rollins (831 Riverside Drive) addressed the council regarding his pending hearing assistance request. He informed the council that he had submitted his request to the city on June 6th, expressing frustration about the 64-day wait and lack of response from the city regarding a timeline for assistance. Due to technical issues with his hearing assistance, Kim decided not to provide detailed comments during this meeting.

AGENDA APPROVAL AND ADDED ITEMS

Councilor Gahley made a motion to approve the agenda. Councilor Garo seconded the motion. All Ayes. (7/o)

CONSENT AGENDA

Regular City Council Meeting Minutes – July 22, 2026 –

Councilor Garo made a motion to approve the consent agenda with the changes. Councilor Roy seconded the motion. All Ayes. (7/0)

NEW BUSINESS

1. Donation Request – Amie Scott - Burns High School Football Banner Sponsor Renewal –

Councilor Gahley made a motion to approve the \$200.00 Banner Sponsor Renewal for the Burns High School Football Team. Councilor Patterson seconded the motion. All Ayes. (7/0)

2. Donation Request – Amie Scott - Burns High School Football Fundraiser Dinner and Silent Auction –

Councilor Patterson made a motion to approve a \$100.00 water/sewer voucher for the Burns High School Football Fundraiser Dinner and Silent Auction. Councilor Brockmann seconded the motion. All Ayes. (7/0)

3. Donation Request – Kiwanis Flag Donation –

There was no one present at the meeting to request the donation. The council decided to table the request until someone from the organization could be present.

4. Property Access – Clint Whitney –

Mr. Clint Whitney owns property at 863 West Jefferson and came to the council meeting that evening to explain his frustration over an approximately 3-foot berm created by a new Veterans Housing Development. He says it has made his property access unusable for regular vehicles. Despite proposing solutions like a culvert or drainage, the developer rejected his requests, and he claims never to have received notification about the construction.

The council acknowledged his frustration and agreed to investigate potential options, with no immediate solutions provided.

5. Agreement between owner and contractor for the construction contract for construction of a snow removal equipment building with Kirby Nagelhout Construction Company.

Councilor Garo made a motion to approve the agreement between owner and contractor for the construction contract for construction of a snow removal equipment building with Kirby Nagelhout Construction Company. Councilor Roy seconded the motion. All Ayes. (7/0)

OLD BUSINESS

There was no old business.

RESOLUTIONS/ORDINANCES

There were no resolutions/ordinances.

NEXT STEPS

1. City Staff: Reach out to the person who requested the Kiwanis flag donation to reschedule their in-person presentation.
2. City Manager Brenda Engebretson: Finalize the chamber contract with the attorney.
3. Councilor Roy: Contact committee members before next Tuesday's Safety Committee meeting.
4. City Staff: Investigate the issue of abating nuisance properties (e.g., mowing, dead vegetation) and explore solutions.
5. City Manager Brenda Engebretson: Find out about the status of the adjusted journal entries and access to the general ledger server.
6. City Council/City Staff/Community: Encourage concerned citizens to attend City Council meetings to express their concerns directly.

ADJOURN

Mayor Hoke adjourned the meeting at 6:35 p.m.

Recording for August 12, 2026, City Council meeting:

https://zoom.us/rec/share/s4_oU1VxJCc_NqNkflPBCSNPnflgXY5Ayzt38FUB-W6xHbm2rJt2lzuYVahWq-pk.PhStp_bhWmo-u4jo?startTime=1786581888000

Passcode: M&Q&EqH9

Tiffany Leffler, City Clerk

Jen Hoke, Mayor

Oregon Government Ethics Commission

Chapter 199

Division 50 PUBLIC MEETINGS LAW

199-050-0005 Definitions

The following definitions are provided for words or terms as they are used in ORS 192.610 to ORS 192.705 and as they are used in these rules:

(1) "Communicate" means the act of a person expressing or transmitting information to another person through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

(2) "Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

(3) "Decision," "deliberation," "executive session," "governing body," "meeting," and "public body" have the meaning given those terms in ORS 192.610.

(4) "Decision-making process" means the process a governing body engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

(5) "Deliberate" means to engage in deliberations.

(6) "Discussion" means the consideration or debate of a matter.

(7) "Intermediary" means a person who is used to facilitate communications among members of a governing body about a matter subject to deliberation or decision by the governing body, by sharing information received from a member or members of the governing body with other members of the governing body. The term "intermediary" can include a member of the governing body.

(8) "Public Meetings Law" means ORS 192.610 to 192.705.

(9) "Quorum" means the minimum number of members of a governing body required to legally transact business. In the absence of a statute, ordinance, rule, charter, or other enactment specifically establishing the number of members constituting a quorum, a quorum is a majority of the voting members of the governing body.

(10) "Serial electronic written communications" means a series of successive or sequential communications among members of a governing body using written electronic means, including emails, texts, social media, and other electronic applications that communicate the written word.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.610, ORS 192.620, ORS 192.630, ORS 192.640, ORS 192.650, ORS 192.660, ORS 192.670, ORS 192.672, ORS 192.680, ORS 192.685, ORS 192.690, ORS 192.695, ORS 192.700 & ORS 192.705

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0010

Governing Bodies Subject to the Public Meetings Law

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.630, ORS 192.690, ORS 192.610 & ORS 192.685

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0020

Serial Communications Prohibited

(1) A quorum of the members of a governing body shall not, outside of a meeting conducted in compliance with the Public Meetings Law, use a series of communications of any kind, directly or through intermediaries, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the governing body.

(2) The prohibitions in section (1) apply to using any one or a combination of the following methods of communication:

(a) In-person;

(b) Telephone calls;

(c) Videos, videoconferencing, or electronic video applications;

(d) Written communications, including electronic written communications, such as email, texts, and other electronic applications;

(e) Use of one or more intermediaries to convey information among members; and

(f) Any other means of conveying information.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.610, ORS 192.630, ORS 192.685 & ORS 192.690

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0040

Notice Requirements

(1) Public notice, reasonably calculated to give actual notice, is required for all meetings of a governing body. The purpose of providing public notice is to give notice of the meeting details and subjects to members of the public at large, as well as to interested persons and media representatives who have requested notice.

(2) Methods of Notice:

(a) Notice to the Public. A governing body satisfies the public notice requirement in subsection (1) by providing notice of its meetings to be displayed conspicuously on the public body's or governing body's website or on a publicly accessible website hosted by a third-party and linked to the public body's or governing body's website. If the governing body does not maintain a publicly accessible website, the governing body shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public.

(b) Notice to Interested Persons. A governing body satisfies the interested persons notice requirement in subsection (1) by providing notice through:

(A) Interested person lists, mailing lists, or other lists of persons or groups maintained by the governing body to provide notice or communications;

(B) Social media platforms normally utilized by the governing body for communications; or

(C) Any other means reasonably calculated to provide actual notice to interested persons known to the governing body.

(c) Media Notice. A governing body satisfies the media notice requirement in subsection (1) by providing notice to those media representatives who have requested notice, either in the method requested by the media representatives or by any other means reasonably calculated to provide actual notice to the media representatives.

(d) State agencies shall also post meeting notices to the Oregon Transparency Website. Other public bodies may post notices to the Oregon Transparency Website.

(3) Content of Notice. The public notice shall identify:

(a) The time, date, location of the meeting, and, to the extent reasonably possible, the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means.

body shall provide members of the media the same attendance option. Nothing in this subsection prevents the governing body from establishing reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

(5) When public testimony is permitted, the governing body shall:

(a) Allow oral testimony by telephone, video, or other electronic or virtual means if in-person oral testimony is allowed; and

(b) Allow written testimony, including that submitted by electronic mail or other electronic means, if in-person written testimony is permitted. The governing body may require the written testimony be submitted sufficiently in advance of the meeting so that the governing body is able to consider the submitted testimony in a timely manner.

(6) The Public Meetings Law does not provide the public the right to participate or to provide public testimony or public comment. In the absence of a statutory or other legal requirement to hear public testimony or comment on certain matters, a governing body may conduct a meeting without any public participation.

(7) Unless otherwise provided by statute, charter, or other organic law of the governing body or public body, the presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.620, ORS 192.660, ORS 192.630, ORS 192.670, ORS 192.672 & ORS 192.685

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0055

Public Vote Requirements

(1) All official actions of a governing bodies shall be taken by public vote.

(2) Results of all votes shall be recorded, including the vote of each individual governing body member by name. For public bodies with more than 25 members, the individual votes do not need to be recorded unless one member makes such a request.

(3) Secret ballots are prohibited.

(4) If written ballots are used, the written ballot shall identify the individual governing body member by name and each governing body member's vote shall be announced during the meeting at which the vote occurred.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.610, ORS 192.650, ORS 192.660 & ORS 192.685

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0060

Minutes or Recordings Required

(1) For all of its meetings, including executive sessions, a governing body shall provide for either written minutes or audio, video, or digital recordings.

(2) The minutes do not need to be a verbatim transcript and the recordings do not need to include a full recording of the meeting, except as otherwise provided by law, but they shall give "a true reflection of the matters discussed at the meeting and the views of the participants" and shall include all of the information identified in ORS 192.650(1).

(3) After the meeting, draft minutes or recordings of all meetings, other than executive sessions, shall be made available to the public in accordance with the requirements of the Public Records Law and the policies or procedures adopted by the Public Body.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.620, ORS 192.650, ORS 192.672 & ORS 192.685

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0065

State Board or Commission Meetings Held Through Telephone or Electronic Means; Video and Audio Recordings

(2) A complaint alleging violations of Public Meetings Law that is filed with the Commission under ORS 192.685 will be construed as a complaint against all members of the governing body and cases will be opened for each member of the governing body.

(3) When a complaint involves the members of a governing body, the Commission hearing of the governing body members' cases will be consolidated at the preliminary review phase and investigative phase, unless one or more members of the governing body object to the consolidation. At the conclusion of the preliminary review phase or investigative phase, the Commission will make individual determinations regarding the cases of each member of the governing body.

(4) A complaint that is dismissed for failing to comply with the grievance requirements in ORS 192.685 is a procedural dismissal only. The dismissal does not prevent the Commission from taking up the matter on the Commission's own motion. The dismissal does not prohibit the Commission from considering a new complaint based upon the same conduct alleged in the dismissed complaint, if the new complaint is based on a grievance that was timely submitted to the public body and that complied with these rules.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.685, ORS 192.705 & ORS 244.260

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0080

Training Requirements

(1) All members of governing bodies are encouraged to comply with the minimum training requirements in Section (2)(a) through (c) of this rule.

(2) If a governing body has total expenditures of \$1 million or more in a fiscal year, as adjusted for inflation in the manner required by ORS 192.700(3), each member of the governing body shall:

(a) At least once during each term of office, attend or view a training on Oregon's Public Meetings Law provided by the Commission or approved by the Commission in the manner described in OAR 199-005-0085;

(b) Maintain a record of the training viewed or attended, including the date viewed or attended and the name of the provider of the training; and

(c) Truthfully certify completion of the training upon request of the Commission.

(3) A person who serves on multiple governing bodies, each of which require the mandatory training, may attend a single training to satisfy the requirements in section (2) of this rule so long as that training occurs during each applicable term of office.

(4) Exceptions. The training requirements in section (2) of this rule do not apply to:

(a) Members of a governing body if the governing body has total expenditures of less than \$1 million in a fiscal year, as adjusted for inflation; or

(b) Members of governing bodies of state government as defined by ORS 174.111.

Statutory/Other Authority: ORS 244.290

Statutes/Other Implemented: ORS 192.685 & ORS 192.700

History:

GEC 1-2024, adopt filed 09/24/2024, effective 10/01/2024

199-050-0085

Training Delegation and Approval Process

(1) The Commission may delegate the preparation and presentation of Public Meetings Law trainings required under ORS 192.700 to another organization. A training provided by an entity other than the Commission does not satisfy the requirements of ORS 192.700 unless the Commission has approved the content of the training prior to the presentation of the training.

(2) An organization seeking Commission approval of its training shall submit a request, using the form available on the Commission's website, no less than 30 days prior to the presentation of the training. The organization shall provide copies of all training resources applicable to the training presentation, such as slides, handouts, narratives, and recordings, to the Commission for its review.

Chapter 2.05 COUNCIL MEETINGS

[1]

[1] *Prior legislation: Ord. 643.*

☐ § 2.05.010 Authority.

- (1) These rules are adopted pursuant to Chapter 4 Section 4.1 of the Burns City Charter, and shall be in effect after their adoption by the common council until such time as they are amended, deleted or replaced in the manner provided by the Charter or ordinances of the city.
- (2) These rules apply equally to the mayor and councilors.
- (3) These rules are to be observed in addition to and may not be contradictory to the current City Charter.
- (4) The mayor and council members shall respect each other and require that respect be given to them and to members of the city staff and the public during council proceedings.
(Ord. 09-801 § 1, 2009)

☐ § 2.05.020 The mayor and council.

- (1) The city council (hereafter, council) is the policy-making body of the city. Council decisions, whether or not unanimous, define the position of the entire council. Councilors who do not agree with the council's decisions, once made, should not publicly undermine council decisions.
- (2) No member of the council or the mayor shall be authorized to speak or write on behalf of the council unless authorized by a majority vote of the council.
- (3) Council decisions shall predominantly be policy decisions. The council is encouraged to have a collective philosophy, beliefs, values, commitments, and vision.
- (4) Presiding Officer. The mayor shall be the presiding officer and conduct meetings when present, preserve order, enforce the rules and determine the order and length of discussion on any matter before the council, subject to these rules. The elected council president shall preside in the absence of the mayor. In case of the absence of the mayor and the council president, the city manager or clerk shall call the meeting to order and the council shall elect a chairperson for the meeting by majority vote.
- (5) Councilors shall diligently prepare for meetings and shall be ready to vote on the consent agenda during meetings. Meetings flow more smoothly and take less time when all councilors are well informed on issues including law, policy and general information. Councilors will read all information prepared by city staff prior to meeting time.
- (6) Council members have the right to endorse candidates for all council seats or other elected offices. No council members shall mention or display endorsements during council meetings or other official city meetings.
(Ord. 09-801 § 2, 2009)

☐ § 2.05.030 Council meetings.

- (1) Regular meetings of the council will be held in the council chambers at the Burns City Hall on the second and fourth Wednesday of each month beginning at 6:00 p.m. and ending no later

- (1) An agenda for each regular council meeting shall be prepared by the city manager, city clerk and the mayor. The city council may direct that specific items be included on the agenda. The city staff shall be given sufficient time to do necessary research or prepare necessary reports or documents to address agenda items. Agendas and informational material shall be distributed to the council by close of business on the Friday prior to each regular meeting.
- (2) Order of Business. The normal order of business for a regular council meeting shall be as follows:
 - (a) Call to order.
 - (b) Pledge of Allegiance.
 - (c) Consent agenda.
 - (d) Department head reports.
 - (e) Public comment.
 - (f) Public hearings.
 - (g) New business.
 - (h) Old business and follow-ups.
 - (i) Mayor/council comments and committee reports.
 - (j) Motion for adjournment.
- (3) The mayor may consider agenda items out of order as he/she deems necessary to facilitate the efficient management of the agenda and the needs or convenience of those in attendance.
(Ord. 09-801 § 4, 2009)

☐ **§ 2.05.050 Procedure for council meetings.**

- (1) Rules of Order. Unless otherwise provided by the Charter, ordinance, other law or these rules, the procedure for council meetings shall be governed by Robert's Rules of Order (current edition). The mayor, or presiding officer, shall maintain order, allow full discussion of all items on the agenda and get through all agenda items in the allotted meeting time.
- (2) The mayor shall maintain impartiality during all debates, but may express his/her views, and should have the respect of all meeting participants.
- (3) Call to Order. Includes welcoming public members, a brief explanation of general conduct and courtesy, meeting procedure, and a reminder that, except for staff, we are all volunteers. If possible, a copy of the meeting agenda will be available for viewing by all in attendance at the meeting.
- (4) Recognition. Every councilor desiring to speak shall first address the presiding officer, and await recognition to obtain the floor. No person, other than members of the council and the person having the floor, shall enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer.
- (5) Main Motion. The basis of discussion at a meeting is a motion. A motion is announced or put forward by a councilor for the purpose of focusing the discussion. Each motion requires a "second" before debate. No motion shall be debated until it has been announced clearly by the presiding officer and seconded.
- (6) Discussion. When a motion is "put on the floor" for discussion by the council, that discussion must focus on the substance of the current motion. All other discussion is out of order and not

specific time limit is mentioned when tabling the motion so as not to leave the motion dangling. A motion to table requires a simple majority vote of councilors present in person or by speaker phone. The discussion allowed after a motion to table is limited to the length of time the motion is to be tabled.

- (17) **Rescind.** A councilor may make a motion to rescind a motion or resolution only if the matter to which it refers was passed at another meeting or on another day. The motion can only be made by a councilor who voted with the prevailing majority on the earlier vote on the motion. This motion requires a two-thirds majority of the councilors present in person or by speaker phone to pass.
- (18) **Reconsider.** A councilor can make a motion to reconsider if the subject motion, resolution, or matter was passed at that same meeting. The motion can only be made by a councilor who voted with the prevailing majority on the earlier vote on the matter. A two-thirds majority of the councilors present in person or by speaker phone is required.
- (19) **Adjourn.** A motion to adjourn takes precedence over all other motions, except a motion to fix the time to adjourn. This motion cannot be debated or amended, nor can a vote to adjourn be reconsidered. A motion to adjourn cannot be made when a speaker has the floor, or when a vote is being conducted. A meeting cannot be adjourned without a motion by a councilor, a second, and a majority vote of the councilors present in person or by speaker phone.
- (20) **Public Comment.** Members of the public desiring to address the mayor and council shall first be recognized by the presiding officer and then state their name and address for the record. Unless otherwise designated by the presiding officer, each person shall have up to three minutes to present their comments. Groups with like comments should choose a spokesperson to present their joint remarks.
- (21) **City councilors normally should not directly respond to a public comment during the public comment period.** Councilor comments should be held until the councilor comment period later in the meeting or referred to the city staff for a response at a subsequent time.
- (22) **The council addresses policy and goals and should allow the city staff to address customers of city services.** Councilors should refer people with questions or complaints about city services to the city staff, explaining that if they are not satisfied with the staff's response, they should ask to be put on the next council meeting agenda, or present their issue during the public comment period at the next council meeting, or address a letter to the city council.
- (23) **Anonymous Communications.** Anonymous and unsigned communications shall not be introduced in council meetings.
- (24) **Public Comment During Public Hearings.** Remarks shall be limited to the question then under discussion. All remarks and questions shall be addressed to the council as a whole and not to any individual councilor. Any remarks and questions regarding personnel or administration of the city shall be referred to the city manager by the presiding officer. The presiding officer may redirect other questions to a councilor as appropriate.
- (25) **Questions of City Staff by City Councilors.** Councilors may address questions directly to the city manager or staff member presenting an agenda item, who may either answer the inquiry or designate another staff member to do so. Councilors are encouraged to present their questions to the city manager prior to the meeting when possible.

(Ord. 09-801 § 5, 2009)

☐ § 2.05.060 Decorum and order.

- (1) **Definition of Decorum According to Webster's Seventh New Collegiate Dictionary.**

Before the officer is directed to remove any person from a council meeting for inappropriate behavior as described in these rules, that person shall be given a warning by the presiding officer to cease his or her conduct.

(Ord. 09-801 § 6, 2009)

☐ **§ 2.05.070 Censure, suspension and dismissal.**

- (1) The council has the inherent right to make and enforce its own rules and to ensure compliance with rules generally applicable to public bodies. Councilors who repeatedly violate these rules may be reprimanded or formally censured by the council. Serious infractions may also lead to other sanctions as deemed appropriate by the council and authorized by law.
- (2) To enforce its inherent authority, the council has the right to investigate the actions of any councilor. Such investigation shall be referred to the council as a whole in executive session to discuss any evidence or finding including whether reasonable grounds exist that a substantial violation or repeated violation has occurred. Under O.R.S. 192.660(2)(b), an accused individual has the right to request an investigation.
- (3) No individual councilor shall have the right to make public any information obtained through such investigation, unless the individual has requested it to be an open meeting.
- (4) If the mayor is the individual whose actions are being challenged, then the matter should be referred to the council president.
- (5) It is the responsibility of the council to initiate action if a councilor's behavior may warrant sanction. If no action is taken by the council, the alleged violation(s) can be brought up with an open council meeting or executive session.

(Ord. 09-801 § 7, 2009)

☐ **§ 2.05.080 Code of ethics.**

- (1) Councilors are encouraged to conduct themselves so as to bring credit upon the city as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors shall review and be bound by the requirements of the State Ethics Law dealing with use of public office for private financial gain. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the city as a whole. Councilors should likewise ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station or economic position.
- (2) If the mayor or a councilor represents the city before another public body, governmental agency, community organization or with the media, the mayor or councilor should always present the majority position of the council. Personal opinions and comments may be expressed only if they include clarification that these statements do not represent the position of the city council.
- (3) A councilor must have another councilor's concurrence before representing that councilor's view or position with the media, if it is different from the majority.
- (4) Councilors are encouraged to visit with other council members outside of meetings, so long as they observe the Oregon Open Meeting Law.

(Ord. 09-801 § 8, 2009)

☐ **§ 2.05.090 Council relations with city staff.**

- (1)

- (5) The budget committee shall consist of seven resident lay members and the members of the city council for a total of 14. The committee shall annually elect a committee chair, vice chair, and secretary. The lay members' terms shall be three years, overlapping.
- (6) A task force may be appointed for the length of time necessary to accomplish their mission. The appropriate number of appointees may be determined at the time of appointment.
(Ord. 09-801 § 10, 2009; Ord. 12-817 § 2 (Exh. A), 2012)

☐ **§ 2.05.110 Confidentiality.**

- (1) Councilors must keep in complete confidence all written material and verbal information provided to them on matters that are privileged or confidential under law, to ensure that privileged or confidential information and the city's position is not compromised. No mention of information read or heard which is privileged or confidential under law should be made to anyone other than other councilors, the senior city staff or designated city legal counsel and then only on a "need to know" basis.
- (2) If the council, in executive session, provides opinions or information to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, a proposed, pending or likely claim or litigation, and/or employee negotiations, all contact with the other parties shall be made by the designated staff representative or person handling the negotiations or litigation.
- (3) All public statements, information or press releases on confidential matters shall be handled by the designated staff or council spokesperson.
- (4) Public Records. The disposition of public records created or received by councilors shall be in accordance with Oregon Public Records Law. Written information incidental to the official duties of a councilor, including electronic mail messages, notes, memos and calendars (e.g., "Daytimers"), are public records and, unless privileged or confidential, are subject to disclosure under the Public Records Law.
- (5) Amendments, deletions or additions to these council rules shall be by ordinance.
(Ord. 09-801 § 11, 2009)



Harney Hub

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Hello City of Burns,

During this time of hardship our seniors are in need of additional support. Our need for local support of our meal program is greater than ever as we continue to serve the most vulnerable members of our community, providing nutritious meals and continued support to those in need. We have expanded our Home Delivered Meal program to meet the increased need in our community, especially for our seniors who are at high risk due to their age and/or underlying health conditions.

We don't know what the future holds but will continue to do our part in supporting our seniors and we need your help. The increased demand for meals has taken a toll on our already limited resources.

Any and all donations to our Senior Nutrition Program are welcome. We also have an advertising/sponsorship opportunity which recognizes businesses and individuals for their donations. We typically try to get \$300 per meal day, a \$150 donation purchases a meal entrée sponsorship. Your support is announced weekly in the local newspaper and displayed on our reader board. Sponsors are also announced in our bi-monthly newsletter and thanked annually in the Burns Times Herald. The more entrée and side sponsors per meal, the stronger the program; advertising/sponsorship opportunities are unlimited. The Harney County Senior and Community Services Center is a nonprofit organization. Your donations are tax deductible and receipts are available upon request.

The unwavering and generous support of our community has seen us through some tough times in the past and we have no doubt together we can get through this ordeal. We are all in this together and as a small but strong rural community we will take care of our own. Your support is greatly appreciated and will go directly to members of our own community. Thank you for considering a meal sponsorship.

Take care and stay safe.

Sincerely,

Angela Lamborn
Executive Director



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Entrée Meal Sponsorship

We typically try to have \$300 of sponsorship per meal. Sponsorships for multiple meals are gratefully accepted. We also gladly accept partial sponsors and donations that want to remain anonymous.

Sponsorship Amount: \$ _____

Name & Address:

Business/Name as You Would Like It Advertised:

Method of Payment: _____

Date: _____

We can accept payment by check, cash or call us to pay with a debit or credit card. We can also bill you if that would be more convenient. You will receive a thank you card and two free meal tickets in the mail during the month your meal sponsorship is scheduled. We serve meals on every Tuesday and Thursday, we would love to have you join us for lunch on the day of your sponsor, if you wish. We will schedule your meal sponsorship within the coming year, filling needed slots throughout the year as sponsorships come in. If you have a particular month or day you'd like to sponsor a meal, let us know and we will do our best to accommodate.

Thank you so much for your support!