

City of Falls City
City Council Regular Meeting Minutes
February 14, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: Mac Corthell, City Manager; JoHanna Birr, City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:01 pm. Lori Jean Sickles arrived at 6:39 pm and left at 7:18 pm. Jennifer Drill left at 7:26 pm.

2. Roll Call

Clerk Birr took roll call.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

5. Announcements

- a. A certificate of appreciation was given to Jason Kissler of Independence for his IT assistance on at least 5 occasions. Mr. Kissler was unable to attend the Council meeting. The certificate will be mailed to him.

- b. Photo Contest winners were announced. 1st place went to Glenda Sylsberry and 2nd place went to Lilli Boettcher. Mrs. Boettcher donated her prize money to Donna Creekmore for community projects.

6. Community & Government Organizations

- a. Sheriff Garton and DA Felton presented information on the Polk Co. Law Enforcement Levy. More information may be found on their website keeppolksafe.com.

- b. Polk County Sheriff's Office Report
No comments

- c. Falls City Public Works Report
No comments.

- d. Falls City Fire Report
No comments.

7. Communications

A letter of appreciation was sent to Mayor Gordon regarding the outstanding service Public works employees provided for the school. Due to their quick response, the school was able to host the basketball game as scheduled.

8. Consent Agenda

A motion made by Councilor D. Sickles and Seconded by Councilor Lauder to adopt the consent agenda. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

9. Public Comments

None

10. New Business

a. Appoint Budget Officer

A motion made by Councilor Drill and Seconded by Councilor D. Sickles that the City Council of the City of Falls City appoint City Manager, Mac Corthell as the Budget Officer for FY 2019-2020. Motion carried 5-0-0. Ayes: Jennifer, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

b. Falls City Garden Club

The Falls City Garden Club has \$600.00 and has requested Council's input as to its utilization. When it is decided, they will come before Council for approval.

c. Resolution 03-2019 CLG Grant Application

A motion made by Councilor Drill and Seconded by Councilor Meier that the City Council of the City of Falls City adopt Resolution 03-2019, A RESOLUTION authorizing the City manager to apply for the 2019 CLG grant. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

d. Resolution 04-2019 Falls City Events

This resolution would authorize the City Manager to support city events with city resources such as money, manpower and facilities. It further mandates that the City Manager only support city events as the budget and other resources allow. This by no means changes what has been happening over the last ten (10) years, but simply formalizes the process. There was some confusion on Councilor Drill's part on who supports National Night Out and the July Celebration. Councilor Flynn called the question.

A motion was made by Councilor Flynn and seconded by Councilor L. Sickles the City Council of Falls City to adopt Resolution 04-2019, A Resolution authorizing the City Manager discretion to utilize City resources in support of City events. Motion carried. 6-0-1-. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn Nays: Jennifer Drill

11. Old Business

a. Ordinance 556-2019 Amending the unnecessary noise section of Ordinance 512-06; and Repealing all conflicting Ordinances (2nd Reading by Title Only)

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn the City Council of Falls City to read Ordinance 556-2019 by Title Only. ORDINANCE 556-2019 AMENDING THE UNNECESSARY NOISE SECTION OF ORDINANCE 512-06; AND REPEALING ALL CONFLICTING ORDINANCES. Motion carried. 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn the City Council of Falls City to adopt Ordinance 556-2019, AN ORDINANCE 556-2019 AMENDING THE UNNECESSARY NOISE SECTION OF ORDINANCE 512-06; AND REPEALING ALL CONFLICTING ORDINANCES. Motion carried. 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

12. Late Additions

a. Jay's Property Cleaning and Maintenance business license was approved. Jeremy Winn has been very helpful to the City.

A motion was made by Councilor Drill and seconded by Councilor Meier the City Council of Falls City approve the business license application for Jay's Property Cleaning and Maintenance. Motion carried. 6-0-1-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

a. Resolution 05-2019, Extending IGA with Polk County for Dutch Creek/Mitchell St. project and grants

A motion was made by Councilor Drill and seconded by Councilor Meier the City Council of Falls City approve the business license application for Jay's Property Cleaning and Maintenance. Motion carried. 6-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

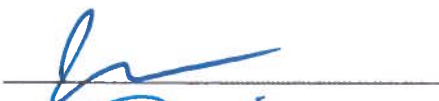

13. Manager's Report

Government SEI Reporting handouts were given to Councilors. (Exhibit A)
Public Meetings Law informational packets were distributed to Councilors. (Exhibit B)

14. Mayor and Council Reports

15. Adjourn

The meeting adjourned at 7:50 pm.

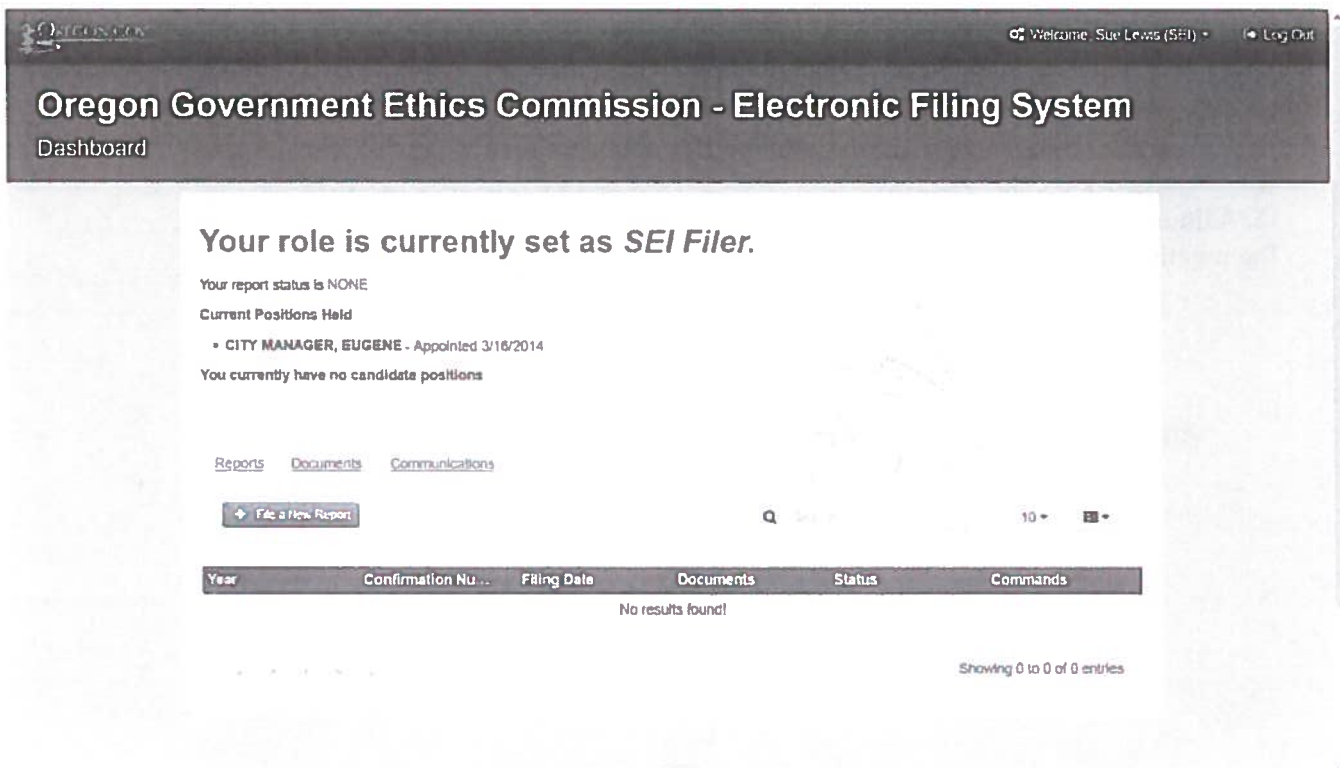
Attested:  _____ Mayor, Jeremy Gordon
 _____ City Clerk, JoHanna Birr

FILING A REPORT

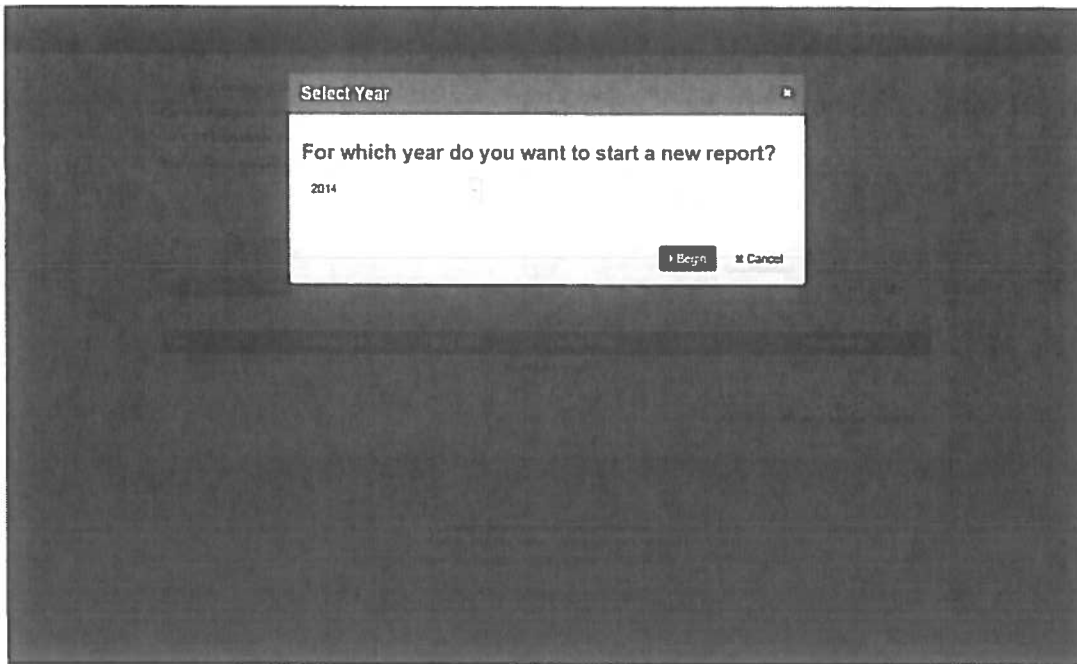
Reports are filed yearly. If there is a reporting requirement, you should receive an email notice from the system when the filing window is open. If you did not hold the office on April 15th of the current year, you will not have a requirement to file.

You may be precluded from filing based on the appointment date entered when the registration was created. The system will determine if there is a filing requirement and make the option available. If there is no filing requirement, the option to file will not be available.

1. Log into the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. Select SEI role
3. From Reports view of Dashboard, select **File a New Report**



4. Select the year you are filing for, then select **Begin**



5. Complete all sections of the form. If you have nothing to report for a section, select the **Check here for none** checkbox. Note that for each section where you do have information, click the **Add an Item** button. You may enter as many items as necessary. Each new row is added independently.

Oregon Government Ethics Commission - Electronic Filing System
SEI Report for 2014

SEI Report for 2014

Current Positions Held

- CITY MANAGER, EUGENE - Appointed 3/18/2014

You currently have no candidate positions

Business Office or Directorship

Check here for none


A. If you or a member of your household were an officer or director of a business during 2014 please indicate that information below.

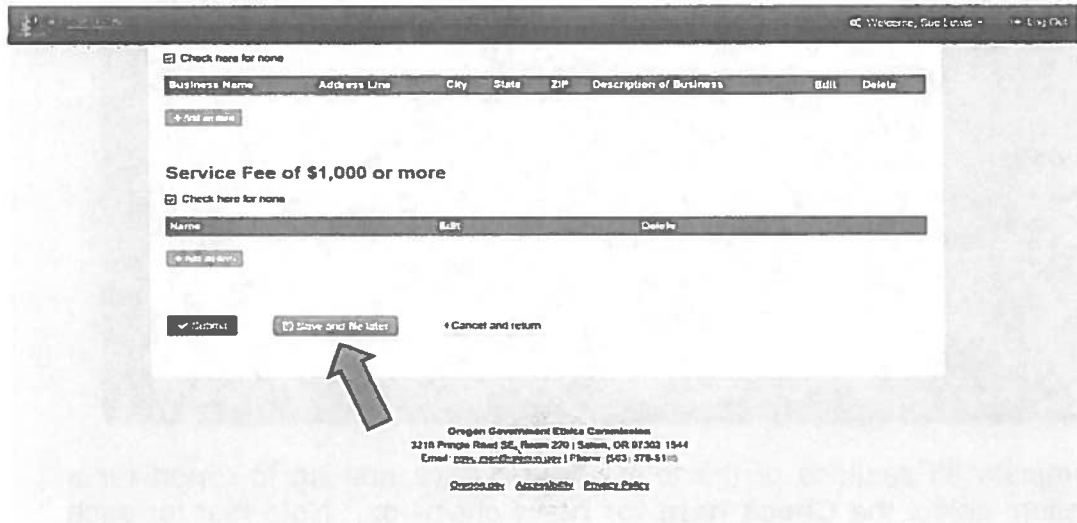
Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
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Check here for none

B List the names under which you or members of your household did business during 2014

Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
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- For additional help on any section of the form, select the  icon and a pop-up window will open with additional information.
- If you must stop before completing the form, and would like to return to file later, select **Save and file later**.




Check here for none

Business Name	Address Line	City	State	ZIP	Description of Business	Edit	Delete
+ Add an entry							

Service Fee of \$1,000 or more

Check here for none

Name	Edit	Delete
+ Add an entry		



Oregon Government Ethics Commission
 3218 Pringle Road SE, Room 270 | Salem, OR 97303 1544
 Email: ethics@ogec.or.gov | Phone: (503) 378-5115
[Search](#) [Account](#) [Ethics Policy](#)

- When you save the report, you will see it display with a **Pending** status in the Reports tab of the dashboard. You may edit the saved report at any time by selecting the edit icon in the row the report is in. *It is important to note that completed reports are due by April 15th. A **Pending** report will not qualify as a filing.*



The draft report was saved.

Your role is currently set as SEI Filer.

Your report status is NONE

Current Positions Held

- CITY MANAGER, EUGENE - Appointed 3/16/2014

You currently have no candidate positions

[Reports](#)
[Documents](#)
[Communications](#)

10

Year	Confirmation No.	Filing Date	Documents	Status	Commands
2014	H2GWATM		No	Draft	

Showing 1 to 1 of 1 entries

9. When the form is complete, select **Submit**. You will be prompted to sign to complete the filing. You will now see the status change from **Pending** to **Filed** in the Reports tab of the dashboard.

The report was successfully filed

Your role is currently set as *SEI Filer*.

Your report status is NONE

Current Positions Held

- CITY MANAGER, EUGENE - Appointed 3/18/2014

You currently have no candidate positions

[Reports](#) [Documents](#) [Communications](#)

[File a New Report](#) 10

Year	Confirmation Nu...	Filing Date	Documents	Status	Commands
2014	H2GWATM		No	Filed	+

Showing 1 to 1 of 1 entries

If you are assigned to more than one jurisdiction, you will only be required to complete one report.

During the reporting period, you will have access to complete the required disclosure information. If it is not during a reporting period, a message will display "**No new reports are due at this time.**"

It is important to note that the filing period have not changed.



ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST HANDOUT

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will have 30 days from the date you receive a system generated email from the Oregon Government Ethics Commission (Commission) to create a username, password and confirm your pre-filled personal profile information is correct and submit to the Commission.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

Annual Verified Statement of Economic Interest Filing Instructions:

- ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you will only electronically file one report.

The most common errors officials make filing are:

- (a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. *(The question does not relate only to the public position you hold.)* Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income on page 3.
 - (b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box on page 5. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to the email notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
 - You are required to electronically file **no later than Friday, April 15, 2016.** Please contact the Commission at 503-378-5105 if you have questions.

STATUTORY REFERENCES

Item 4-A, ORS 244.020(7)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(7)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

(i) On an officially sanctioned trade-promotion or fact-finding mission; or

(ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. *[ORS 244.020(2)]*

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). *[ORS 244.020(9)]*

"Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. *[ORS 244.020(8)]*

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. *[ORS 244.020(11)]*

Questions requiring disclosure:

1. **BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

- A. If you or a member of your household were an officer or director of a business (see definition of "business") during 2015, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.) [ORS 244.060(1) & (2)]

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

- B. List the names under which you or members of your household did business (see definition of "business" above) during 2015:

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

2. **SOURCES OF INCOME:** Identify the sources of income (See definition of "income" on page 3) received by you or a member of your household, who is 18 years of age or over, during the 2015 calendar year that produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.) [ORS 244.060(3)]

You will list the **Name of the Source**, **Address of the Source**, and a **Description of the Source**.

3. **REAL PROPERTY:** List all real property (residential, commercial, vacant land, etc.) in which, during 2015, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, located within the geographical boundaries of the public entity you serve. (Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.) [ORS 244.060(4)(a)] **Do not list your principal residence.** [ORS 244.060(4)(b)]

You will list a **Description of the real property** and **Address**.

4. **OFFICE RELATED EVENTS:**

- A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during 2015 when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), (see reference on page 2), which is an exception to gift restrictions. (Do not list expenses that were paid by the public body you represented.) [ORS 244.060(5)]

You will list the **Date**, **Organization Name**, **Address**, **Nature of Event** and **Amount**.

Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

4. **OFFICE RELATED EVENTS continued:**

- B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during 2015 when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), (See reference on page 2), which is an exception to the gift restrictions. (These events are those that were officially sanctioned or designated by your

public body. Do not list expenses that were paid by the public body you represented.) [ORS 244.060(6)]

You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

5. **HONORARIA:** List all honoraria (*see definition*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during 2015. [ORS 244.060(7)]

You will need the **Date, Organization Name, Nature of Event and Amount.**

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during 2015. (*Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.*) [ORS 244.090(1)]

You will need the **Name of the Lobbyist, the Name of the Business and the Type of the Business.**

PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during 2015, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. [ORS 244.060(8)]

You will need to report the **Income Source, Address and Description.**

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (*see definition of "person" on page 3*) during 2015, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.*) [ORS 244.070(1)]

You will need to list the **Name of Creditor, Date of Loan, and Interest Rate of Loan.**

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (*see definition of "business" on page 3*) of more than \$1,000 during **2014**, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.*) **[ORS 244.070(2)]**

You will list the **Business Name, Address, and a Description of the Business.**

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if **you** (*not your business*) received a fee of more than \$1,000 in **2015** from a person (*see definition of "person" on page 3*) for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Do not list fees if you are prohibited from doing so by law or a professional code of ethics.*) **[ORS 244.070(3)]**

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15.

If you have any questions regarding the Annual Verified Statement of Economic Interest or the Oregon Government Ethics Commission (Commission).

Oregon Government Ethics Commission
3218 Pringle Rd SE, STE 220
Salem, OR 97302-1544
Phone: 503-378-5105
Email: www.oregon.gov/OGEC

PUBLIC RECORDS & MEETINGS

DECEMBER 2016

Beery, Elsner & Hammond, LLP
1750 SW Harbor Way, Suite 380
Portland, OR 97201
503. 226.7191
www.gov-law.com

Communications between and among members of a public body on electronically linked personal computers, including email, text messaging and social media may be subject to the meetings law.

D. Serial Communications

Members of a governing body may violate the Oregon Public Meeting Law's prohibition on meeting in private even if a quorum never gather contemporaneously.

ORS 192.630(2) provides that a "quorum of a governing body may not meet in private for the purpose of deciding on or deliberating towards a decision on any matter." A decision is "any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present. ORS 192.610(1). In other words, a quorum of a governing body may violate the prohibition against private meetings by (1) communicating in private, (2) for the purpose of deciding or deliberating on (3) any topic that may require a vote.

A recent Oregon Court of Appeals case held that the prohibition against meeting in private includes both when a quorum meets contemporaneously *and* when a series of non-contemporaneous communications between members of the governing body, in the aggregate, include a quorum and the purpose of the communications is to decide or deliberate on a matter that may come before the governing body. *Handy v. Lane Cty.*, 274 Or. App. 644, 689, 362 P.3d 867, 894 (2015).²

To illustrate this point, the following communications between members of a five person governing body may violate the state's public meeting laws:

- A councilor forwards an email discussion she had with another member of the Council regarding a matter that may come before the governing body to a third member of the Council. Because the email messages, in the aggregate, include a quorum of the Council (3 Councilors), and the purposes of the communications was to discuss a matter that will require a vote before the Council, the email exchanges in the aggregate could violate state law under the Court of Appeals decision.

- A staff person individually calls members of a governing body to discuss a matter that will require a vote. When the staff person talks to each member, she shares with the member the opinions and comments of the other members. Although the members never speak directly, the staff person is acting as a conduit and allowing the members of the governing body to deliberate through her. These conversations, in the aggregate, could likewise violate state law.

² On November 25, 2106, the Oregon Supreme Court overruled the Court of Appeals decision in part, but it did not directly address the issue of whether serial communications could violate the state's public meeting laws. Thus, although the Court of Appeals decision is no longer binding, it is still persuasive to trial courts and instructive to public officials regarding the limitations on their ability to communicate with each other outside the scope of a public meeting.

- A citizen posts a comment on the city's Facebook page about an upcoming land use hearing and the comment generates a discussion. Two members of the governing body make comments and share opinion on the Facebook "thread." A third member reads the comments and also makes a comment. Because a quorum (3 members) have communicated opinions on the social media site on a matter that will require a vote before their body, the members may have violated state law.

As explained by the Court of Appeals, the prohibition against meeting in private does not include communications that are purely "information gathering." Members of a governing body should be aware, however, that the parameters of "information gathering" are not clear, and questions regarding whether and to what extent serial communications may occur should be directed to staff and/or the City Attorney's Office.

10. Legal Requirements

A. Notice

The Public Meetings Law requires public notice of the time and place of meetings. This requirement applies to regular, special and emergency meetings. ORS 192.640. The public notice requirements apply to *any* "meetings" of the governing body, and committees, subcommittees and advisory committees. Regular meeting notice must be *reasonably calculated* to give actual notice of the time and place of the meeting "to interested persons including news media that have requested notice." ORS 192.640(1). Notice must be given to persons and media that have stated in writing that they wish to be notified of every meeting.

If the meeting will consist of only an executive session, notice still must be given to members of the public body, the general public and news media that have requested notice. The notice must also state the specific legal section authorizing the executive session. ORS 192.640(2).

To help satisfy the accessibility requirements of ORS 192.630(5) and the Americans with Disabilities Act, the notice may provide the name of a person and telephone number (including TDD number) at the city to contact to request an interpreter for the hearing impaired or for other communication aids.

The notice for each meeting must "include a list of the principal subjects anticipated to be considered at the meeting." ORS 192.640(1). The list should be specific enough to permit members of the public to recognize the matters in which they are interested; ordinarily this can be met by distribution of an agenda. The agenda need not go into detail about subjects scheduled for discussion or action, but should be sufficiently descriptive so interested persons can understand agenda topics.

The meetings law does not require the description of every proposed item of business in the notice. The law requires a reasonable effort to inform the public and interested persons of the nature of the more important matters ("principal subjects") coming before the body. The public body may consider additional "principal subjects" arising too late to be included in the notice.