

# **Oakridge Administrative Committee**

**Tuesday, December 10, 2019 | 5:00 - 6:00 PM**

City Hall Conference Room

48318 E 1st St, Oakridge, OR 97463

## **Present:**

Bryan Cutchen/ City  
Administrator Trisha Maxfield,  
Councilor / Chair Dawn Kinyon,  
Citizen Member Trudy Hammond,  
Citizen Member Amy Kelley,  
Citizen Member Loren Hogue,  
Citizen Member

## **1. Check-in:**

All members present.

## **2. Old Business:**

**2.1 Review Minutes:** Members reviews prior meeting minutes. Feedback given to document specific points of consensus and votes. No revisions were given, the minutes were approved unanimously.

**2.2 Review Running Tasks List:** The group briefly reviewed items on the running tasks list.

**2.3 Review Annual Report:** Members reviewed annual report and agreed to send the report forward to council. Discussion to include developing committee member recruitment process as an objective. A suggestion to add a description of all committees on the website to increase transparency and create more accessibility for community members.

## **3. New business:**

**3.1 Code of Conduct:** New members reviewed the code of conduct, signed it, and turned it into the City Administrator for filing. Discussion: code of conduct could be a potential task for our committee in the future.

## **3.2 Review Committee Resolutions & Ordinances:**

Trish explained the process for the templates provided in members packets. Seeking feedback for:

1. All committees having a councilor as a voting member, but not automatically becoming chair. Though the committee could vote on a council person as a chair by majority

vote.

2. Limit committee participation per citizen to increase diversity of residents participating, i.e. only two committees per person.
3. Staff as voting members on committees: Members agreed unanimously that staff should not be voting members, but should be included as ex officio members.

The committee walked through each of the resolutions to provide feedback. Since staff are no longer voting members, this opened up vacancies for more citizen involvement on most committees. The 3 major items of discussion stated above, were changed throughout each committee resolution.

OEDAC: set voting members to seven, vs. the previous guidance of 5-7 members. Awaiting additional information, from Oakridge City Attorney regarding OEDAC Committee and Executive Sessions v. Public Meetings.

RTMP: Open seats for more citizens, currently the committee only has two citizen seats out of even total. Committee members, that chair will be an elected seat and additional citizen seats available to be considered for equal authority. Trish made a suggestion that the council could combine the RTMP committee with the Parks and Community Services committee for continuity purposes.

The committee agreed to send out resolution revisions to all of the committees for their awareness. Committee members who see issues with the resolutions can attend the city council meeting where this item will be discussed, as the administrative advisory committee was tasked with creating consistency amongst resolutions and not as a conduit for all feedback.

#### **4. Next Steps:**

Continue process of committee comparisons and resolution language to promote high functioning committees.

Meeting adjourned at 6:47 PM