

CITY OF OAKRIDGE
RES. 9-2018 A RESOLUTION CREATING THE CITY OF OAKRIDGE ADMINISTRATION
ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to create the City of Oakridge Administration Advisory Committee; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinance's and rules for ratification by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 1: Establishment of the Administration Committee. The Administration Committee is hereby established. The committee will consist of 7 voting members. The Council Chair of the Administration Committee, City Administrator, City Recorder, and four Citizens at large.

Section 2: Term. The Citizen at large members of the Board shall be appointed for three year terms staggered.

Section 3: Quorum and Rules. Four (4) voting members of the board shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair of the Administration Committee, or in the Chairs absence the Vice Chair a citizen at large, may establish the date and time of the next committee meeting.

Section 4: Responsibilities. The responsibilities of the Administration Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the City for council approval.
2. Such other activities as the governing body may assign.
3. Reports or recommendations of the Administration Committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 16th, DAY OF August, 2018. APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 16th, DAY OF August, 2018.

Signed: Judexa Rowland
Judy A. Rowland, Mayor

ATTEST:
Signed: Susan LaDuke
Susan LaDuke, City Recorder

Ayes: 6
Nays: 0

CITY OF OAKRIDGE

RES. 15-2013 A RESOLUTION AMMENDING RESPONSIBILITIES OF THE AUDIT COMMITTEE

WHEREAS, the City of Oakridge Council desires to amend the responsibilities of the Audit committee;

WHEREAS, the purpose of the Audit Committee will be to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community.

WHEREAS, all other sections of Resolution 2-2012 establishing the Audit Committee remain in force.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 4: Responsibilities. The responsibilities of the Audit Committee shall be as follows:

1. Review with the Finance Department and/or staff those firms or individuals proposed for appointment as City auditors in succeeding years.
2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss, as necessary, with the City auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the Communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices Recommendation(s) (if any) with the Finance Department and/or staff. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5TH DAY OF December, 2013.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 5TH DAY OF December, 2013.

Signed: _____

Gerald G. Shorey, Mayor

ATTEST: _____

Signed: _____

Susan LaDuke, City Recorder

Ayes: 5

Nays: 0

RESOLUTION 12-2017

A RESOLUTION CREATING THE PARKS AND COMMUNITY SERVICES COMMITTEE

WHEREAS, the City of Oakridge considers City Streets, Roads, Lanes, Alleys and Right of way intended for the traveling public to be a vital part of our community infrastructure; and

WHEREAS, the City of Oakridge considers Water, Wastewater and Storm Water Systems to be a vital part of our community infrastructure; and

WHEREAS, the City of Oakridge considers Parks, Trails and Outdoor Spaces to be a vital part of our community infrastructure; and

WHEREAS, the City of Oakridge has a Comprehensive Plan, Transportation System Plan, Stormwater Plan, Community Trails Plan, Parks Master Plan and needs to develop an oversight Committee for this and other such plans;

NOW, THEREFOR, BE IT RESOLVED by the Oakridge City Council that the Parks and Community Services Committee as follows:

Section 1. Creation of the Parks and Community Services Committee. There is hereby created a Parks and Community Services Committee for the City of Oakridge, Oregon. (hereinafter referred to as the Committee)

Section 2. Membership of the Committee. The Committee shall consist of 7 voting members, 1 City Councilor, 1 Oakridge City Staff appointed by the City Administrator, 3 citizens at large that reside in the Oakridge City limits, 2 citizens at large that may reside outside of Oakridge City limits, yet shall reside within the 97463 or 97492 zip code. Committee members are to be appointed by the Oakridge City Council. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses.

Section 3. Term of officers. Except as described in the next paragraph and for appointments to fill an unexpired term, all members of the Committee shall be assigned for a term of four years each. A member of the Committee shall be removed by the City Council after a hearing for misconduct or nonperformance of duties. Any vacancy shall be filled by the City Council for the unexpired portion of the term.

Section 4. Election of Officer. The Committee shall be chaired by the City Council position.

Section 5. Financial interest and participation Limitations. A member of the Committee shall not participate in any Committee proceedings or action in which any of the following has a direct or substantial financial interest: The member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member, any business in which the

member is then serving or has served within the previous two years, or any business with which the member is negotiating for or has arrangement or an understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the Committee where the action is being taken.

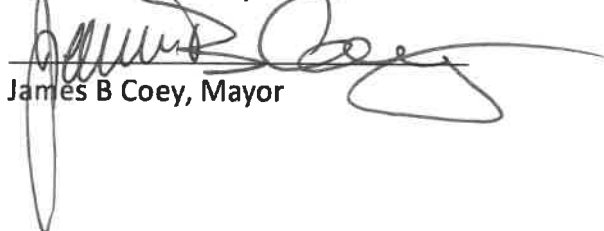
Section 6. Schedule of meetings and quorum. All meetings of the Committee shall be public and shall be scheduled and conducted in accordance with state statues relating to public meetings. Four members of the Committee shall constitute a quorum. A Simple Majority of the quorum is required to carry a motion. Special meetings may be called at times by notice served upon each member of the Committee at least twenty-four (24) hours before the time specified for the proposed meeting.

Section 7. Powers and Duties. The Committee is advisory to the City Council and the City Administrator and has no power beyond recommendation and oversight.

Section 8. Recommendations. All recommendations and suggestions made to the City Council or City Administrator by the Committee shall be in writing.

Section 9. Expenditures. The Committee shall have no authorization to make expenditures on the behalf of the City, or to obligate the City for the payment of any sums of money.

Dated this 15th day of June 2017


James B Coey, Mayor

ATTEST:


Susan LaDuke, City Recorder

Ayes: 6
Nays: 0

Resolution 13-2015
CITY OF OAKRIDGE
A RESOLUTION AMENDING RESOLUTION 14-2013
THE CITY OF OAKRIDGE LIBRARY BOARD

WHEREAS, the City of Oakridge Council desires to amend the City of Oakridge Library Board; and

WHEREAS, the purpose of the Library Board is to be an advisory body to the Council and to aid City staff by providing oversight and assisting in the preparation of policies and rules for the Library for ratification by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council Amends Resolution 14-2013 as follows:

Section 1 The City Library Board. The board will consist of 7 voting members to include the Council representative. The Volunteer Library Coordinator of the City of Oakridge shall serve as a nonvoting, ex officio member of the board.

Section 2: Term. The voting members of the Board shall be appointed for three year terms Staggered, Council Representative shall serve for their elected term.

Section 3: Quorum and Rules. Four (4) voting members of the board shall constitute a quorum. The vote of four (4) members of the Board shall be required to take any action. Notwithstanding the foregoing, the Chair of the Library Board, or in the Chairs absence the Vice Chair, may establish the date and time of the next board meeting.

Section 4: Responsibilities. The responsibilities of the Library Board shall be as follows:

1. Formulating recommended rules and policies for the governance of the library for council approval. Oversight of recruitment, training, and retention of volunteers.
2. All requests for expenditures of Library funds requested by the board will be presented to the Volunteer Library Coordinator for transmittal to the proper authority. Expenditures will be made in accordance with the procedures that are in place at the time of the request. All requests that are not budgeted regardless of amount will be reviewed by the City Administrator prior to expenditure. Any request for expenditures beyond the City Administrators authority will be forwarded to the City Council for approval of fund expenditures.

3. Oversight of programs, fund raisers and other activates that will utilize the Library.
4. Providing recommendations to the City Council of long term goals and objectives for the library.
5. Such other activities as the governing body may assign.

Section 5: Reports. Reports or recommendations of the Library Board shall be considered advisory in nature and shall not be binding on the Mayor or City Council. Pursuant to ORS 357.520, each public library shall make an annual report to the State Library and to the governing body on a form supplied by the State Library.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 21st DAY OF July, 2015.

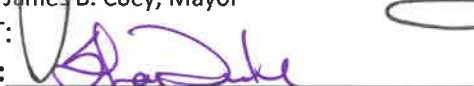
APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 21st DAY OF July, 2015.

Signed:


James B. Coey, Mayor

ATTEST:

Signed:


Susan LaDuke, City Recorder

Ayes: 6
Nays: 0

City of Oakridge

Resolution 11-2018 A RESOLUTION CREATING THE
OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge City Council desires to create the Oakridge Economic Development Advisory Committee; and

WHEREAS, the purpose of the Oakridge Economic Development Advisory Committee is to be an advisory body to the City Council and the City staff by providing input concerning economic development within the City of Oakridge or the Oakridge Industrial Park.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 1: The Oakridge Economic Development Advisory Committee is hereby established. The Committee will consist of no less than five (5), but no more than seven (7) voting members. The Committee shall be composed of both members appointed by the City Council and Ex Officio members as appointed by voting members of the Committee. The Committee members may invite City Councilors or other City Committee members to serve as Ex Officio members.

Section 2: Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from either the City Administrator.

Section 3: Except as described herein and for appointments to fill unexpired terms, all members of the Committee shall be appointed for a term of 4 years, staggered.

Section 4: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote. Vacancies shall be filled by the City Council after a public posting of the vacancy.

Section 5: The Committee will, at its first meeting in January of each year, elect a Chairperson and Vice-Chairperson. The Chairperson and the vice-Chairperson shall be selected from the voting members of the Committee and will hold their office at the pleasure of the Committee.

Section 6: No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

Section 7: All meetings of the Committee shall not be open to the public and shall be scheduled and conducted in accordance with state, county, and city statutes

Section 8: Fifty-one (51%) percent of the voting members in attendance, either in person or via teleconference, at a meeting of the Committee shall constitute a quorum regarding both attendance and voting.

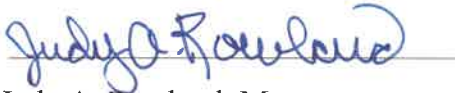
Section 9: The Committee shall have all the powers that are now or hereafter granted to it by the ordinances of the City or by general laws of the State. The Committee is advisory to the City Council and the City Administrator and has no power beyond recommendation and oversight. The Committee shall have no authority to make expenditures on behalf of the city or to obligate the city for payment of any sums of money.

Section 10: All Committee approved documents MUST be marked CONFIDENTIAL.

Section 11: OEDAC shall operate in accordance to operating guidelines that may be revised by the committee as needed.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 6th DAY OF December, 2018.

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 6th DAY OF December, 2018.



Judy A. Rowland, Mayor

ATTEST:



Susan M. LaDuke, City Recorder

Ayes: 5

Nays: 1

CITY OF OAKRIDGE
RES. 06-2019 A RESOLUTION CREATING THE CITY OF OAKRIDGE PUBLIC SAFETY
ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to create the City of Oakridge Public Safety Advisory Committee; and

WHEREAS, the purpose of the Public Safety Advisory Committee is to advise and make recommendations to City Council regarding public safety issues to the Council and to aid City staff by providing input to aid in the development of public safety policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 1. The City Council hereby establishes the Oakridge Public Safety Advisory Committee.

Section 2. That the City Council of the City of Oakridge hereby adopts the Oakridge Public Safety Advisory Committee Bylaw attached as Exhibit A.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5th DAY OF SEPTEMBER, 2019. APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 6th DAY OF SEP, 2019.

Signed: , Mayor

ATTEST:
Signed: , City Recorder

Ayes: 6

Nays: 0

EXHIBIT A
CITY OF OAKRIDGE PUBLIC SAFETY
ADVISORY COMMITTEE BYLAWS

Section I - Name: Oakridge Public Safety Advisory Committee (OPSAC)

Section II - Established: The Public Safety Advisory Committee was established September 5, 2019, by an act of the Oakridge City Council by Resolution No. 06-2019, to provide advice and recommendations to the City Council on public safety issues.

Section III – Mission: The mission of the Public Safety Advisory Committee is to serve as ambassadors focused on promoting and supporting efforts to keep Oakridge a safe and healthy community.

Section IV - Responsibilities and Functions:

1. The Committee is charged with the responsibility:
 - a. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
 - b. To advise Council on educating the community about public safety and health issues, concerns and programs.
 - c. To review and recommend public safety and health policies and plans.
 - d. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
2. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services
 - v. Police services
 - vi. Public safety at city facilities
 - vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
 - b. Identify public safety and health needs in Oakridge.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.

Section V - Internal Organization:

1. Membership and Terms:

- a. The Public Safety Advisory Committee will consist of five (5) voting members appointed by the Mayor with consent of the City Council. The members will be residents of Oakridge-Westfir region with at least three members residing within the City limits.
- b. The Committee may also include the following non-voting liaisons:
 - i. The Chief of Police or designee
 - ii. The Fire Chief or designee
 - iii. The Hazeldell Rural Fire Protection District designated by the board
 - iv. The City of Westfir designated by the board
 - v. A representative from the Oakridge School District designated by the Superintendent
- c. The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise.
- d. The Public Safety Advisory Committee members will serve three-year, staggered terms. Vacancies can be filled at any time to complete a given term.
- e. The City Council will select one of its members to serve as Chairperson of the Committee.

2. Chairperson:

- a. The chairperson is accountable to the Committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by Committee action at any time by a majority vote of the entire membership.
- b. The routine functions and responsibilities of the chairperson shall include:
 - i. Developing a written agenda in sufficient time to allow for distribution to the Committee prior to any regular meeting. The agenda should identify items requiring a vote by members so members can vote per paragraph 5.b. below with prior approval of the chairperson.
 - ii. Chairing all meetings. In the event the chairperson cannot be present the vice chairperson shall assume these duties.
 - iii. Presenting the yearly major activity report to the Council. The report will be written and presented orally in a public forum with the assistance of staff.
 - iv. Establishing the dates and times for regular and special meetings.
 - v. Facilitating a formal review of the Committee's mission and vision every four years.

3. Meetings (Regular and Special).

- a. The Committee will schedule meetings at a designated time and day and will be guided by Oregon statute on public meetings. Special meetings may be called by a vote of the Committee at any regular meeting, by the chairperson or by written petition by three or more members. All regular and special meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.
- b. Meeting attendance is an expectation of Committee service. Absences known in advance should be communicated to the Chairperson as soon as possible. Should a Committee member miss three consecutive meetings without reasonable cause, the Chairperson may, after consultation with the member, recommend to the City Council that the member be removed from the Committee.

4. Quorum:

- a. A majority of the voting members of OPSAC as appointed by Council.

5. Voting and Decision Making:

- a. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the Committee.
- b. Decisions by voting shall be decided by a majority of those voting members present so long as a quorum of at least 3 voting members exists. With prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either before or at the time of the meeting and are reliably documented.
- c. A change in the voting procedure described in previous item 5. b. may be used on any specific item if the Committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.
- d. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

Section V - Issues: The rules contained in Robert's Rules of Order Newly Revised for Small Boards and Committees shall govern this Committee in all cases where these by-laws are insufficient in specification of procedure. The OPSAC will operate in the general public interest serving the community as a whole. The OPSAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI - Amending the OPSAC By-Laws: A majority of all members must vote affirmatively to modify the committee's bylaws on at least two separate regular meetings. Final decisions on a by-law change shall not be made until at least the next regular meeting following the introduction of the motion. All by-law changes adopted by the OPSAC must be approved by Council. The by-laws shall be reviewed annually in January.

Section VII. Powers and Duties. The Committee is advisory to the City Council and the City Administrator and has no power beyond recommendation and oversight.

Section VIII. Recommendations. All recommendations and suggestions made to the City Council or City Administrator by the Committee shall be in writing.

Section IX. Expenditures. The Committee shall have no authorization to make expenditures on the behalf of the City, or to obligate the City for the payment of any sums of money.

Resolution 1-2015

CITY OF OAKRIDGE A RESOLUTION AMENDING RESOLUTION 1-2014 AND CREATING THE RURAL TOURISM MARKETING PROGRAM ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to create the City of Oakridge Rural Tourism Marketing Program Advisory Committee; and

WHEREAS, the purpose of the RTMP Advisory Committee is to be an advisory body to the Council and to aid City staff by providing assistance in the preparation of policies and rules for the RTMP Advisory Committee for ratification by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

Section 1: Establishment of the Rural Tourism Marketing Program Advisory Committee. The RTMP Advisory Committee is hereby established. The committee will consist of (7) Voting members. The Mayor, Council Chair of the Administration Committee, Council Chair of the Community Services Committee, Finance Director, City Administrator, and (2) Citizens at large.

Section 2: Term. The (2) Citizens at large members of the Board shall be appointed for (3) year terms staggered.

Section 3: Quorum and Rules. Four (4) voting members of the board shall constitute a quorum. The vote of (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair of the RTMP Advisory Committee, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

Section 4: Responsibilities. The responsibilities of the Rural Tourism Marketing Program Advisory Committee shall be as follows:

1. Reviewing, prioritizing and submitting all requests for RTMP funds to the City Council for approval.
2. Such other activities as the governing body may assign.
3. Reports or recommendations of the RTMP Advisory Committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council.
4. Members of the RTMP Advisory Committee cannot apply for funds.

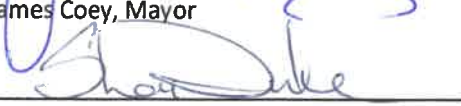
PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5th DAY OF March, 2015. APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 5th DAY OF March, 2015.

Signed:


James Coey, Mayor

ATTEST:

Signed:


Susan LaDuke, City Recorder

Ayes: 6

Nays: 1