

# CITY OF OAKRIDGE

## RES. 10-2024 A RESOLUTION REPEALING AND REPLACING RES. 03-2023 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace all previous Economic Development Advisory Committee Resolutions & Operating Guidelines, and;

WHEREAS, the purpose and scope of the Oakridge Economic Development Advisory Committee (OEDAC) is an advisory body to the City Council and to aid City Staff by providing recommendations concerning economic development within the City of Oakridge to improve the economy;

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

**SECTION 1: ESTABLISHMENT & MEMBERSHIP:** The Oakridge Economic and Development Committee is hereby established. The committee shall consist of five (5) voting members: Five (5) citizens at large (*at least 3 must reside within Oakridge city limits, up to 2 may reside outside city limits but must live within the 97463 or 97492 zip codes*), and four (4) Non-voting members: One (1) City Councilor, the City Administrator, the Community Development Director and a member of the Oakridge/Westfir Chamber Board of Directors (appointed by their board). No staff member may apply as a voting citizen member if they are assigned to the committee as a non-voting member by the City Administrator or per resolution.

The Committee will, at its first meeting in January of each year, or at any point in the year by simple majority vote, elect a Chair, Vice Chair, and a Secretary from the voting and non-voting members.

**SECTION 2: TERM:** The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Members may be appointed to a seat for less than three (3) years if an appointee is filling a vacant seat in which a previous member resigned. The City Councilor representative shall serve for their elected term. Seat appointments will follow the outlined years:

Seats 1 & 2: 01/2024, 01/2027, 01/2030, 01/2033, 01/2036, 01/2039, 01/2042

Seats 3 & 4: 01/2025, 01/2028, 01/2031, 01/2034, 01/2037, 01/2040, 01/2043

Seat 5: 01/2026, 01/2029, 01/2032, 01/2035, 01/2038, 01/2041, 01/2044

**SECTION 3: QUORUM & RULES:** A quorum must be present in order to convene. Three (3) voting members of the committee shall constitute a quorum. A simple majority vote from the voting members in attendance at a meeting of the Committee shall be required to take any action. Regular meetings of the committee should occur monthly. The Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. No decisions will take place outside of the committee meetings. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money. Any committee member may add an item to the meeting agenda at any time.

**SECTION 4: RESPONSIBILITIES:** The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.

2. 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.
3. When requested by the City Council or the City Administrator, the committee will assist in the vetting process of specific projects and leads. The City Administrator will delegate tasks to the committee members individually and confidentially. All members vetting notes shall be marked "CONFIDENTIAL" with the members name and date. All notes shall be turned into the City Administrator for confidential record keeping, and will not be made available or released to the public. When ready, the OEDAC committee shall hold an Executive Session (ES) under ORS 192.660 (2)(e) to deliberate over their findings and come to a consensus for their recommendation to the City Council. The City Administrator will then draft a written recommendation to take to City Council in executive session or regular session as appropriate at his or her discretion.
4. Other activities within the scope of the committee, as assigned by the City Council.
5. Keep records of minutes for each meeting per ORS 192.650
6. An annual report will be completed in the fourth quarter of the calendar year.
7. Reports or recommendations of the Oakridge Economic Development Advisory Committee shall be in writing, considered advisory in nature, and shall not be binding on the City Council.

**SECTION 5: CONDUCT:** All members are expected to attend meetings regularly, and abide by the Oakridge City Charter, the Oakridge Code of Conduct (resolution 18-2015), and this resolution. A member of the Committee may be removed from the committee by the City Council for misconduct or non-performance of duties at the request of the committee members via a simple majority vote. A voting member who misses three (3) consecutive meetings without reasonable cause shall be considered non-performing. Absences known in advance should be communicated to the chairperson as soon as possible.

**This resolution becomes effective 30 days after it is passed by the Council.**

**PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 18, DAY OF April, 2024.**

**APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 18, DAY OF April, 2024.**

Signed:  \_\_\_\_\_, Mayor

ATTEST:  
Signed:  \_\_\_\_\_, City Recorder

Ayes: 6

Nays: 1