

RESOLUTION NO. 01-2020

A RESOLUTION OF THE CITY OF MADRAS AMENDING THE CITY OF MADRAS' AIRPORT-INDUSTRIAL SITE ADVISORY COMMITTEE POWERS AND DUTIES. SUPERSEDES AND REPLACES RESOLUTION NO. 01-2013.

WHEREAS, the Madras Airport-Industrial Site Advisory Committee (the "Committee") has been in existence for a number of years and is in need of updating the by-laws due to changes in membership status; and

WHEREAS, The Airport-Industrial Site Committee recommends removing the Jefferson County EDCO position requirement from membership due to the position no longer existing.

NOW, THEREFORE, BE IT HEREBY RESOLVED by and through the Madras City Council meeting in regular session, which the Committee operate subject to, and in accordance with, the following:

SECTION 1: COMMITTEE MEMBERSHIP

The Airport-Industrial Site Advisory Committee will consist of between seven (7) and eleven (11) voting members, as the Committee desires. The voting members will consist of the following:

- Minimum of two (2) current pilots
- All but two (2) members must reside within the 97741 and 97734 zip codes; up to two (2) at-large members can reside within Jefferson County
- Minimum of one (1) City Councilor serving as a member
- Minimum of one (1) industrial business representative at all times serving as a member

Committee members will be appointed by the City Council. Members will receive no compensation for their service on the Committee.

SECTION 2: TERMS OF OFFICE, VACANCY

Committee members will serve a four (4) year term. All terms are renewable if so desired by both member and the committee. Committee members wishing to resign from their position prior to the end of their term needs to do so via a "letter of resignation" and provided to the City Recorder.

Should a vacancy occur, an advertisement requesting "Letters of Interest" from the public shall be published in the local newspaper on two consecutive occasions, if adequate funding is available in the Airport Operations Fund for this advertisement, as well as posted in three public places within the City of Madras.

The Committee can decide to interview the individuals that have submitted "Letters of Interest" and make a recommendation to the City Council on the appointment. All letters of Interest need to be provided to the City Recorder.

SECTION 3: REMOVAL OF COMMITTEE MEMBERS

Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the City Council, upon receiving a recommendation from the Airport-Industrial Site Committee, for any of the following reasons:

- a. failure to attend three consecutive, unexcused Committee meetings;
- b. commission of a felony;
- c. failure to declare conflicts of interest; and/or
- d. any other member acts of misconduct or nonperformance.

SECTION 4: COMMITTEE DUTIES

The Committee's function will be to act as an advisory body to the City Council. To this end, and except as otherwise provided or directed by the City Council from time to time, the Committee will have the following advisory duties and responsibilities:

- a. serve as an advisory body to the City Council;
- b. assist in updating the Airport Layout Master Plan from time to time, when determined to be necessary;
- c. look for and recommend to City Council ways to improve the airport and industrial site;
- d. review any airport or industrial site related matters concerning or affecting the Madras Municipal Airport or Madras Industrial Site areas;
- e. other duties as requested by the committee and/or City Council.

SECTION 5: MEMBER RESPONSIBILITIES

In addition to any other duties and responsibilities assigned to the members under this Resolution, each member must regularly attend Committee meetings and must notify the Public Works Director or Chair when he or she will be unable to attend a Committee meeting.

In addition, if requested by the City Council, one or more members will attend any City Council meeting that relates to airport-industrial site related issues that may impact or affect the City.

Prior to each Committee meeting, members will review all pertinent written documents in preparation for deliberation and recommendation to the City Council. All Committee recommendations and suggestions made to the City Council will be in writing.

SECTION 6: ELECTION OF OFFICERS

The Committee will, at its first meeting in January of each calendar year, elect a chair and vice-chair. The Chair and Vice-Chair will be voting members and will hold office at the pleasure of the Committee.

SECTION 7: DUTIES OF THE CHAIR AND VICE-CHAIR

The Chair will preside at all meetings, and sign all correspondence on behalf of the Committee.

The Vice-Chair will perform the duties of the chair in the absence of the Chair and such other duties as may be assigned by the Chair from time to time.

In the absence of the Chair and Vice-Chair, the Committee will elect a temporary Chair for the particular meeting in question.

SECTION 8: MINUTES AND REPORTS

City staff will keep an accurate record of all Committee proceedings, including written minutes of all meetings. A copy of the meeting minutes will be delivered to the City Recorder for filing, along with a copy of the meeting agenda and any additional information provided to the Committee members during the meeting.

Committee minutes are a public record available for public inspection. At the request of the City Council, the Committee will prepare and deliver to the City Council a written report summarizing all Committee activities, and matters before the Committee, and any other information requested by the City Council.

SECTION 9: STAFF TO THE COMMITTEE

The City Administrator, City Attorney, and other city staff requested by the Committee will support the work of the Committee. The City Attorney will act as the Committee's legal advisor in the conduct of all matters. Notwithstanding anything contained in this Resolution to the contrary, the Committee must obtain the consent of the City Council or Mayor prior to requesting the assistance of the City Administrator, City Attorney, or other City staff.

SECTION 10: COMMITTEE MEETINGS

The Committee will hold at least one regularly scheduled meeting per month, unless cancelled at the direction of the Chair due to lack of Committee business or other reason. In addition to the regular meetings, the Committee will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Committee business. All meetings of the Committee will be held in accordance with applicable Oregon Law.

SECTION 11: QUORUM AND VOTING

A majority of the voting members will constitute a quorum. A majority vote of a quorum will be necessary to act on any matter before the Committee.

SECTION 12: CONFLICT OF INTEREST ACTIVITIES

A member will not participate in any Committee voting proceeding in which any of the following has a direct or substantial financial interest:

- a. the member or the spouse, brother, sister, child, ,parent, father-in-law, or mother-in-law of the member;

b. any business in which the member is then serving or has served within the previous two years; or

c. any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest will be disclosed at the meeting of the Committee where the matter is being discussed.

SECTION 13: AUTHORITY AND EXPENDITURES

The Committee will operate at the direction of the City Council, and in conformance with and subject to, this Resolution, Oregon Law, and any and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, or promulgated.

The Committee has no authority to bind the City or represent to any person that the Committee may bind the City. The Committee has no authority to make expenditures on behalf of the City, or to obligate the City for payment of any sums of money, unless and until the City Council has authorized such expenditures by appropriate resolution, which resolution will provide the administrative method by which funds will be drawn and expended.

SECTION 14: SEVERABILITY

The sections contained in this Resolution are severable. The invalidity of any one section will not affect the validity of the remaining sections.

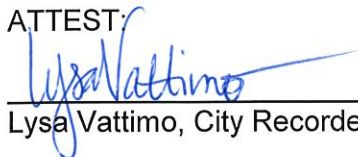
SECTION 15: EFFECTIVE DATE

This resolution will become effective immediately upon passage by the Council and signing by the Mayor.

ADOPTED by the City Council of the City of Madras and signed by the Mayor this 14th day of January, 2020.

Ayes: 6
Nays: 0
Abstentions: 0
Absent: 0
Vacancies: 0


Richard Ladeby, Mayor

ATTEST:

Lysa Vattimo, City Recorder