

RESOLUTION NO. 18-001

A RESOLUTION OF THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY
APPROVING AND ADOPTING AGENCY BY-LAWS

WHEREAS, the Columbia Gateway Urban Renewal Agency acting by and through the City of The Dalles, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes, is the duly appointed Urban Renewal Agency of the City of The Dalles, Oregon; and

WHEREAS, the Agency wishes to adopt a set of by-laws to govern the conduct and business of the Agency;

NOW, THEREFORE, THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY DOES RESOLVE AS FOLLOWS:

Section 1. By-Laws Approved. The Agency Board hereby approves and adopts the by-laws attached hereto as Exhibit "A".

Section 2. Effective Date. This Resolution shall be effective as of March 20, 2018.

PASSED AND ADOPTED THIS 20TH DAY OF MARCH, 2018.

Voting Yes: Baker, Coburn, Fredrick, Elliott, Miller, Kramer, Long-Curtiss,
Schwartz, Raleigh

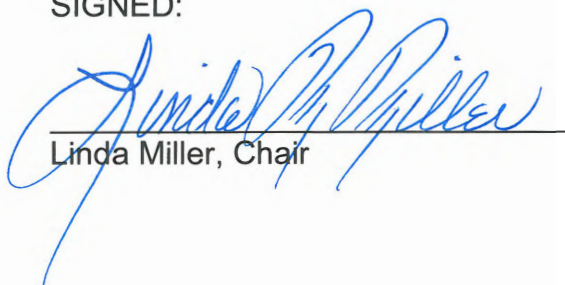
Voting No: _____

Absent: _____

Abstaining: _____

AND APPROVED BY THE CHAIR OF THE BOARD THIS 20TH DAY OF MARCH, 2018.

SIGNED:


Linda Miller, Chair

ATTEST:


Paula Webb, Planning Secretary

“EXHIBIT A”

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BY-LAWS

ARTICLE 1 – AUTHORITY

Section 1. Name: The name of the Agency shall be the Columbia Gateway Urban Renewal Agency, hereinafter referred to as “Agency.”

Section 2. Office: The office of the Agency shall be City Hall of the City of The Dalles, Oregon, or as mutually agreed to by The Dalles City Council and the Agency.

Section 3. Powers and Duties of the Agency: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes and the City of The Dalles Charter and as authorized by The Dalles City Council in accordance with Ordinance No. 16-1346, adopted by The Dalles City Council on September 12, 2016.

ARTICLE II – BOARD MEMBERS

Section 1. Agency Membership: The Board of the Agency shall be composed of nine members who shall be appointed based upon their positions as follows:

Three of the members shall be City Councilors, who shall be appointed by the Mayor, subject to City Council approval. Two of the members shall be members of the general public representing businesses located within the boundaries of the Urban Renewal District, appointed by the Mayor, subject to City Council approval. The other four members shall represent Wasco County, the Mid-Columbia Fire and Rescue District, the Northern Wasco County Parks and Recreation District, and the Port of The Dalles. Each of these four governmental agencies shall appoint a representative to serve upon the Agency Board.

Section 2. Term of Office: The term of office for each member is covered by City Ordinance.

ARTICLE III – OFFICERS AND PERSONNEL

Section 1. Officers: The officers of the Agency shall be Chair and Vice Chair.

Section 2. Chair: The Chair shall be elected by a majority of the board members of the Agency and shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of board members, the Chair or Vice Chair shall sign all contracts, deeds, and other instruments made by the Agency. At each meeting, the

Chair shall submit such recommendations and information as the Chair may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chair: The Vice Chair shall be elected by a majority of the board members of the Agency and shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Board shall elect a new Chair.

Section 4. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or by the by-laws or rules and regulations of the Agency.

Section 5. Election or Appointment: The Chair and Vice Chair shall be elected annually by a majority of board members at the first board meeting following January 1st of each year, and shall hold office for one year or until their successors are elected.

Section 6. Vacancies: Should the offices of the Chair or Vice Chair become vacant, the Board shall elect a successor from its members at the next regular meeting and such election shall be for the un-expired term of such office.

Section 7. Personnel: The Urban Renewal Manager shall serve as the administrator of the Board. The administrator shall keep the records of the Agency, record all votes, keep a record of the proceedings of the Agency, and perform all duties incidental to the office and other duties and functions as may from time to time be required by the Agency, its by-laws or rules and regulations of the Agency. The City Attorney, or designee, shall serve as the legal counsel for the Agency. The Agency may contract with the City of The Dalles for the services of City personnel.

The Board may create additional positions and appoint such personnel as it may, from time to time, find necessary or convenient to perform its duties and obligations at such compensation as may be established by the Agency. Such appointments shall continue at the pleasure of the Agency or until resignation.

Section 8. Removal: The Chair and/or Vice Chair may be removed at any time by a majority vote of the entire Board.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings: Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held at City Hall in the City of The Dalles, Oregon, or at such other place as the Chair shall determine. A regular meeting may be adjourned to a time and date certain decided by a vote of the majority of the Agency

board members present and voting. No public notice of such adjourned meeting need be given, provided the meeting agenda has not been altered.

Section 2. Special Meetings: The Chair may, when the Chair deems it expedient, and/or shall, upon written request of two board members of the Agency, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Special meetings may also be held at any time by the unanimous consent of all board members of the Agency. Notice of such meeting shall be in accordance with ORS Chapter 192.

Section 3. Board Members Attendance at Meetings: Board members will inform the Chair, Urban Renewal Manager, or Agency secretary if they are unable to attend any Agency meeting.

Section 4. Cancellation of Meetings: A regular or special meeting may be cancelled by the Urban Renewal Manager, or at the request of the Chair, or the Vice Chair if the Chair isn't available, to the manager. Notification of the cancellation must be provided to the Board and news media.

Section 5. Quorum: Five board members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. A majority of the board members of the Agency present and voting shall be necessary to determine any question before the Agency.

Section 6. Manner of Voting: The voting on formal resolutions, matters relating to any federal, state, county or city agency, and on such other matters as may be requested by a majority of the Agency board members shall be by roll call, and the ayes and nays along with board members present and not voting shall be entered upon the minutes of such meeting.

Section 7. Order of Business: At the regular meeting of the Agency, the following shall be substantially the order of business:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of the Agenda
- E. Approval of Minutes
- F. Public Comment

- G. Discussion and/or Action items
- H. Staff Comments
- I. Board Member Comments/Questions
- J. Adjourn

Section 8. Resolutions: All resolutions shall be in writing.

Section 9. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

Section 10. Open Meetings: All meetings shall be open to the public, except that any portion of a meeting may be held in executive session if such session is in conformity with ORS Chapter 192.

ARTICLE V – PROCEDURES

Section 1. Standing or Special Committees: The Chair is authorized to refer items to standing or special committees for recommendation and report. Appointments to such committees need not be restricted to board members of the Agency.

Section 2. Authorization of Expenditures: Authorization and approval of the expenditures of money may be made only at a regular meeting or at a special meeting called for that purpose. No authorization or approval of expenditures of money may be made at a special meeting unless all board members of the Agency have been advised in advance of said meeting that such authorizing action is intended to be taken or considered.

ARTICLE VI – FINANCIAL

Section 1. Separate Fund: A separate fund or funds of the City of The Dalles shall be established for the Agency. All disbursements from these funds shall follow the regular disbursement procedures of the City of The Dalles.

Section 2. Budget: Budget procedures shall be in compliance with state budget laws. The committee which reviews the budget of the Agency shall consist of the board members of the Agency and nine citizens appointed by the Mayor, subject to confirmation by the City Council in accordance with city ordinance.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of The Dalles using the same procedures as are

used for all other funds of the City and in accordance with state audit laws. The results of said audit shall be provided to the Board.

ARTICLE VII – AMENDMENTS

Section 1. Amendments to By-Laws: The by-laws of the Agency shall be amended only with the approval of a majority of all board members of the Agency at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days notice thereof has been previously given to all of the board members.