

**MINUTES**  
**CHARTER REVIEW COMMISSION**  
**City Council Chambers, March 19, 2020, 7:00 p.m.**

1. Members of the Charter Review Commission met on March 19, 2020 with members John Bokros, LaVonne Bailey, Megan Reamsnyder, Dennis Blair, Larry Jenkins, Mary Johnston, Clerk of Council, Thomas Schmitt, Assistant Director of Law, and Assistant Prosecutor Lauren Swihart present. Also present was Jessica Hilts.

2. The Minutes for the February 25, 2020 meeting were previously provided to members.

Ms. Reamsnyder moved, Ms. Bailey seconded to approve the Minutes as provided.

The Minutes were approved by acclamation.

3. **PUBLIC COMMENT**

None.

4. **REVIEW OF CHARTER ARTICLES FOR ISSUES OF CONSIDERATION OR ADDITIONAL DISCUSSION**

**Article III, Council**

**Section 1, Number and Term**

Discussion was held on this section and the issue is moving the term start date to a later date that would match with the Organizational Meeting. The Commission agreed to recommend a change/revision.

**Section 2. Qualifications**

Consider allowing for appointment to intergovernmental cooperative entities (i.e. COTA) (“compatibility” and Council appointment/approval.

**Section 3. Organization**

Consider moving the Organizational Meeting to something other than “December 1” (i.e. “first regular meeting of December or January).

**Section 7. Vacancies.**

To consider whether to require in writing/electronically transmitted to the Clerk of Council with original signature delivered to the Clerk of Council.

**Section 9. Special Meetings of Council**

To consider electronic notice to Councilmembers and revise the requirement to “post”.

**Section 10. Clerk of Council**

To consider deleting last two sentences/revising to allow for a Deputy Clerk to act and exercise same powers and duties.

**Section 11. Salaries, Compensation & Bonds**

To consider pay increase for officers to be provided when officer term changes but council set term does not.

**Section 13. Legislative Procedure**

Consider clarification that three readings is only necessary if the Resolution is of a general or permanent nature and that “property” is limited to “real property”. Consider clarifying to avoid large statutes for minor language. Consider deleting the requirement to maintain three copies and allow for electronic retention/inspection. Consider allowing for automatic updates without Council action. Consider deleting the requirement to post in three public places in lieu of electronic publication/availability.

**Section 14. Effective Dates of Ordinances and Resolutions**

Consider allowing Resolutions to take effect in a shorter time frame than Ordinances.

**Section 16. Relation of Council to City Manager**

Consider adding an “employee protection and prohibition” section to prohibit candidates for elected office from seeking staff “endorsements” or prohibiting staff from using the influence of their office (express or implied) to solicit votes. It was felt this could be part of the Personnel Code.

**Article IV. City Manager**

**Section 1. Appointment, Removal and Qualifications**

Delete has having been superseded by state law (R.C. 9.481 adopted in 2006 Residency requirement). Consider referencing educational attainment, experience - not recommended by Commission.

**Section 2. Powers and Duties**

Consider including a requirement for the “Capital Improvement Plan”.

**Section 3. Assistant City Manager**

Delete as having been superseded by state law (R.C. 9.481, adopted in 2006) (Residency requirement).

**Section 4. Vacancy, Absence or Incapacity**

Consider naming another department head or position. Consider allowing Council action by motion/resolution (something quicker than three readings/time frame).

**Article V. Administrative Departments**

**Section 1. General Provisions**

Consider realigning to be consistent with practice of department heads. Consider elevating Director of Planning and Development to a mandatory department. Consider one general “default” position that City Manager shall serve as Director and may appoint such deputy

directors.

**Section 4. Director of Public Safety**

City Manager shall serve as Director and may appoint such Deputy Directors.

**Section 6. Director of Public Utilities**

City Manager shall serve as Director and may appoint such Deputy Directors.

**Article VII. Planning Commission**

**Section 1, Membership and Organization**

Consider term limits. Consider allowing for appointment of alternates.

**Article VIII. Fiscal Matters**

**Section 2. Fiscal Matters**

Consider adding the Capital Improvement Plan to the list of required reports.

**Article IX. Elections**

**Section 1. Time of Elections**

Consider strengthening requirements for nonpartisan elections.

**Article X. Initiative, Referendum and Recall**

**Section 1. Initiative and Referendum**

Match state law (require petition to identify name(s) of candidates to fill recalled vacancy, and if not recalled, allow repayment of election expenses.

**Article XI. General**

**Section 6. Vacancy in Board or Commission**

Consider making for all boards and commissions.

**Various**

Review voting counts (Charter uses “of the members elected to Council” and “of Council” – prefer the second phrase. Review “appointment” of Officers (Charter uses “choose,” “elect” and “select” ” at various places.

**5. REVIEW OF PUBLIC COMMENTS RECEIVED**

The Commission reviewed the public comments received which totaled four. The Commission will discuss the term limits for boards and commissions and nonpartisan statement. The Commission will not discuss Council Chairs serve in the same capacity as Mayor and eligibility for appointment to Planning Commission.

**6. ADDITIONAL BUSINESS AND COMMISSION COMMENTS**

Mr. Schmitt provided an update on the communication and media plan to gather input from the public.

7. **NEXT MEETING IS MARCH 19, 2020 AT 7:00 PM**

The Commission will be meeting with City Council to review the considerations discussed by the Charter Review Commission.

8. **ADJOURNMENT**

Ms. Bailey moved, Ms. Reamsnyder seconded to adjourn.

The meeting was adjourned by acclamation. The meeting adjourned at 9:06 p.m.

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Mary J. Johnston  
Secretary