

**MINUTES**  
**CHARTER REVIEW COMMISSION**  
**City Council Chambers, January 28, 2020 7:00 p.m.**

**1. ROLL CALL**

Members of the Charter Review Commission met on January 28, 2020 with members Chair Larry Jenkins, Vice Chair Lavonne Bailey, Dennis Blair, John Bokros, Megan Reamsnyder, Clerk of Council Mary Johnston, Thomas Schmitt, Assistant Director of Law, and Assistant Prosecutor Lauren Swihart present.

**2. APPROVAL OF JANUARY 15, 2020 MINUTES**

The Minutes for the January 15, 2020 meeting were previously provided to members.

Mr. Bokros moved, Mr. Blair seconded to approve the Minutes as provided.

The Minutes were approved by acclamation.

**3. PUBLIC COMMENT PROCESS AND PUBLIC RECORDS**

The commission held a discussion on how to gather public comments and if the comments would be public records. Commission decided to accept comments through the City's website portal, emailed, and written. Mrs. Johnston will develop a comment form similar to the City's website submittal form for those who wish to submit comments in writing. This form will be available at City Hall. The website page will be updated with information on written comments. All comments submitted will be subject to public record laws. Mrs. Johnston will maintain a spreadsheet of all comments submitted to the Commission. The Commission will allow 3 minutes for public comments during meetings and those comments will be tracked on the spreadsheet. Comments made at the March 10<sup>th</sup> meeting will also be tracked and maintained.

**4. REVIEW CHARTER ARTICLES (ARTICLE I THROUGH ARTICLE III, SECTION 16)**

**Article I**

No changes/revisions recommended.

**Article II**

No changes/revisions recommended.

**Article III**

**Section 1. Number and Term**

Review "first day of December" in the section.

**Section 2. Qualifications**

Commission would like to review and request more clarification on "a member of Council shall not hold any other public office" in the first paragraph.

**Section 3. Organization**

Review "On the first day of December in 1973 and each odd numbered year thereafter".

Possible change to first Monday in December or January.

**Section 4. Chair and Vice-Chair of Council; Duties.**

Commission would like to review Chair Veto Powers.

**Section 5. Mayor and Vice-Mayor; Judicial Powers.**

No changes/revisions recommended.

**Section 6. Removal.**

No changes/revisions recommended.

**Section 7. Vacancies.**

No changes/revisions recommended.

**Section 8. Council Meetings.**

No changes/revisions recommended.

**Section 9. Special Meetings of Council.**

Commission would like to review posting of notices – location and method.

**Section 10. Clerk of Council.**

Add “Deputy Clerk” to section.

**Section 11. Salaries, Compensations and Bonds.**

Review effective date of officers pay increases.

**Section 12. General Ordinances.**

No changes/revisions recommended.

**Section 13. Legislative Procedure.**

(a) Clarify three readings of Resolutions.

(g) Maintain a current of Codified Ordinance Book; Building Code automatic update-staff input

(h) Look at three most public places for posting – this is clarified in Council Bylaws

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

No changes/revisions recommended.

**Section 15. Emergency Ordinances and Resolutions**

No changes/revisions recommended.

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

No changes/revisions recommended.

5. **FINALIZE COMMISSION MEETING SCHEDULE**

The Commission will meet on Wednesday, February 12, 2020 and Tuesday, February 25, 2020 at 7:00 p.m. in City Council Chambers.

5. **ADDITIONAL BUSINESS AND COMMISSION COMMENTS**

None.

6. **ADJOURNMENT**

Mr. Blair moved, Ms. Bailey seconded to adjourn.

The meeting was adjourned by acclamation at 9:15 p.m.

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Mary J. Johnston  
Secretary