



DRAFT MINUTES

A. CALL TO ORDER

Commission Co-Chair Demostene called the meeting to order at 6:30 pm.

- B. Clerk Riffle declared that there was a quorum. Commission member Pierce was absent, and Chair Dawson said he would be late.

CHARTER REVIEW COMMISSION MEMBERS PRESENT

Chris Dawson, Chair
Tina Demostene, Co-Chair
Anta Bering
Nelson Lerma
Tom Perley
Catrin Schuetz-Kohler

ABSENT

Shannon Pierce

STAFF

John Dowless, Mayor
Sandra Riffle, City Clerk
Drew Smith, City Attorney

C. REVIEW AND APPROVAL OF MINUTES

Commission Member Perley submitted changes to replace comments from Section 3.11. "If a mayor already has health insurance, it may not provide the benefit/compensation that is intended. If the workload and time commitment for the mayor exceeds the expectation for the compensation, consider additional staff. "

Commission Member Schuetz-Kohler made a motion to approve the July 23, 3034 meetings with the suggested corrections. The motion was seconded by Commission Member Bering. The vote was approved (5/0).

- D. Following are highlights of items discussed during the meeting:

Section 6.11. Results of election.

Suggested added language to use a coin flip in the event of a tied election.

Section 7.01. Transition Schedule.

Suggested deleting the body of the section as all Councilmembers are now on a staggered term. The ongoing election rotation is included in Section 3.04.

Section 3.11. Compensation and expenses.

Discussion ensued regarding compensation for the mayor.

Attorney Smith said if the mayor accepts pay, he is an employee and can participate in healthcare or receive benefits of value. Changing language gives the Council the authority to allow benefits, but they are not required to do so. He explained that the Council decided to provide a stipend because former Mayor Bagshaw was spending money out of pocket.

Mayor Dowless said he has not taken a stipend; he did not want people to run for office to have a paycheck. Commission Co-Chair Demostene said the mayor is a volunteer position. Commission Member Shutz-Kohler said people want a mayor that runs for office because they are vested in the community.

In response to Commission member Perley, Attorney Smith said most of what the mayor does is CEO work.

Attorney Smith said that anything over \$36,000 would be for an administrator. Mayor Dowless said if the job becomes more demanding, it would be time for a city administrator. Commission Member Nelson said \$3,000 is not unreasonable, especially as the Council will make a judgment on it.

In response to Commission Member Nelson, Attorney Smith said a mayor that was retired would receive Medicare. If the commission wants to offer insurance, benefits should be mentioned.

Commission Member Bering noted that more people would want the job for insurance rather than pay.

The Commission decided to suggest raising the stipend to \$3,000 per month.

(7:07 pm Chair Dawson joined the meeting)

Section 3.14. Legislative action requiring an ordinance.

Discussion regarding Section F - The timeline is rigid for unions because of the fiscal year beginning in October. The OCPA numbers come out in June.

Removed F "approve union contracts".

Section 3.15. Emergency ordinances.

Discussion about the timing of CRC.

Replaced language with "in accordance with state law."

Section 4.01. Mayor.

Strike "and administrator" language from the first paragraph and replace it with "of the city."

Attorney Smith explained that an Administrator with a capital "A" is a paid employee. An administrator with a lowercase "a" is the language for workflow. An administrator is not an executive.

Section 4.04. Powers and duties of the mayor.

No changes.

Sec 4.10. Reserved.

Attorney Smith does not know if attendance policies should be for Boards. The council can add a rule. No change was made to the language.

Section 5.02. Submission of budget and budget message.

Attorney Smith did not object to the language proposed by the CRC. "Concurrent with the first reading of the Ordinance for the adoption of the fiscal year Budget, the mayor shall present a budget message."

Section 5.09. Unrestricted reserves.

Discussion began regarding the need for language to cap gross annual reserve levels. Attorney Smith said this has been a problem with the council because it forces them to spend money. He said he understands the value of an emergency fund. He recalled that at the time the requirement was added, it was during the 2006 recession when cities were running deficits.

Mayor Dowless said the language was added to avoid making the books look too good. The Council handled it by creating a roads and streets fund.

Commission Member Perley questioned why the restriction is there if there is already a workaround. Attorney Smith explained there is a difference between restricted and unrestricted funds. Once a project is agreed upon, the money is designated for it.

Commission Member Lerma said that he thought up to 100% of unrestricted reserves would be acceptable.

Commission Member Perley said he is in favor of having more reserves and does not want to spend money for the sake of spending it.

City Clerk Riffle will ask the auditor for the suggested language.

Section 5.10. Purchasing.

The discussion began that any amount more than \$10,000 requires two competitive bids seems too low of an amount.

It was suggested that \$10,000 to \$25,000 would require three bids/quotes and anything over \$25,000 would require an RFP.

City Clerk Riffle will bring this topic to the auditor for their opinion.

Attorney Smith said he will have a draft ordinance for the next meeting on August 9, 2023, at 6:30 pm.

E. CITIZEN COMMENTS

There were no citizens present.

F. ADJOURNMENT

Commission Member Schuetz-Kohler made a motion to adjourn the meeting. The motion was seconded by Commission Member Bering.

The meeting was adjourned at 7:45 pm.

Chris Dawson, CRC Chair

Attest:

Sandra Riffle, City Clerk

Approved in the _____ CRC meeting.