

CHARTER REVIEW COMMISSION MINUTES

July 8, 2019

The Charter Review Commission met at 5:30 p.m. in the Municipal Building Conference Room on the 8th day of July, 2019, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT:

Trey Bates
Doug Cubberley, Vice-Chairman
Carol Dillingham
Jim Eller
Jim Griffith
Tom Hackelman
Greg Jungman
Ken McBride
Victoria McBride
Aysha Prather
Richard Stawicki
Bob Thompson, Chairman
Bryan Vinyard

ABSENT:

Harold Heiple
Judith Maute
Kevin Pipes
Shon Williamson-Jennings

STAFF PRESENT:

Ms. Brenda Hall, City Clerk
Ms. Kathryn Walker, Interim City Attorney

Items 1, 2 and 3, being:

INTRODUCTIONS, OPENING REMARKS, AND INTRODUCTION OF STAFF SUPPORT MEMBERS.

Committee members and staff introduced themselves and provided information about their background. Ms. Kathryn Walker, Interim City Attorney, welcomed members of the Charter Review Commission and thanked them for their service. She said the Charter is to the City what the Constitution is to the State; therefore, any changes that occur are not done so with careful and thoughtful consideration. She said some of the items for review will move along quickly while others with more substantive changes may require multiple meetings to form a recommendation to be forwarded to City Council.

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Item 4, being:

BRIEF OVERVIEW OF OPEN MEETINGS ACT.

Ms. Walker provided an overview of the State of Oklahoma Open Meetings Act. She said the cornerstone of the Open Meetings Act is that meetings should be open to the public so the public can have the opportunity to be informed of what is going on within their government. The Open Meetings Act applies to all public bodies and City of Norman's Resolution No. R-1112-9 clarifies that all City committees, sub-committees, and ad hoc committees shall follow the Open Meetings Act. She cautioned that communications to a majority of members by e-mail, text messaging, or social media can be construed as an improper meeting. She also distributed copies of the City of Norman Ethics Policy for City Council, Boards, Commissions, and Committees. She said each member of every board, commission and/or committee is required to sign an Ethics Policy pledge. She instructed them to turn their pledges in to the City Clerk once signed.

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Item 5, being:

OVERVIEW OF RESOLUTION NO. R-1819-66 ESTABLISHING THE CHARTER REVIEW COMMISSION.

Ms. Walker highlighted Resolution No. R-1819-66 establishing the Charter Review Commission (CRC). She said the resolution sets forth the areas of targeted review; appointment, composition, and timetable of the Commission; duties of Commission members; removal of Commission members; and reporting and recommendations by the Commission.

Ms. Walker said the CRC will review the targeted sections of the Charter and consider whether those sections need to be amended to meet the City's current and/or future needs. She said the CRC is charged with educating the community about the Charter, any proposed amendments, and the review process by holding one public meeting each quarter. She said the Commission is also charged with creating policies/procedures for the CRC as guidelines for function of the Commission including attendance, receiving public input, and the structure or format of meetings.

All meetings will be open to the public and minutes will be made available to Council. The CRC may consult with various groups/experts if interested. Quarterly reports will be submitted to Council at a Study Session; final report recommendations must be approved by a majority vote of the Commission prior to being forwarded to Council; and the final report, upon completion, will be submitted to Council in a special meeting where Council will vote on each recommendation.

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Item 6, being:

ELECTION OF CHAIR AND VICE-CHAIR.

City Clerk Brenda Hall opened the floor for nomination of Chair. Three nominations were received; Bob Thompson, Doug Cubberley and Tom Hackelman. Bob Thompson and Doug Cubberley received a tie vote Mr. Cubberley seceded to Mr. Thompson; therefore, Mr. Thompson became Chair and Mr. Cubberley agreed to be the Vice Chair.

Chairman Thompson said he is looking forward to working with the Committee. He said everyone may not agree on every item, but hoped that everyone's opinion would be considered and respected. He said in the event a recommendation is not sent forward unanimously, he would support a minority report recommendation moving forward as well so Council will have all of the information before making their decision.

Member Bates said he felt it was the Commission's responsibility to study and research each item and come to a consensus on a recommendation.

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Item 7, being:

ESTABLISHING A MEETING SCHEDULE.

The Commission discussed the order in which the items would be reviewed and grouped related items so they could be discussed at the same meeting. The Commission felt it would be helpful to have background information ahead of the meeting for review purposes and Staff agreed. The items to be considered at the August meeting include Sections D-I and Section N of the resolution related to increasing the stipend Council; reimbursement of Council expenses; terms of office and swearing-in time; requirement that a councilmember resign from their seat to run for another City, State or Federal office; residency requirements for Council candidates; and process for appointing a Councilmember to fill a vacancy. The CRC asked Staff to provide a comparison of Norman with other cities our size or bigger in Oklahoma relative to Council salaries, reimbursements, and term lengths.

It was the consensus of the Commission to meet on the second Monday of each month at 5:30 p.m.

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Item 8, being:

ADJOURNMENT.

The meeting was adjourned at 6:27 p.m.