

The following Charter Review Commission Meeting Minutes have been approved and signed by the Secretary of the Commission.

Special arrangements are being made to obtain the Chairman of the Commission's signature.

Since the minutes have been approved and signed by the Secretary, it was felt that further delay to website posting would not serve the public's interest and to maintain compliance to the Open Meeting Act/Sunshine Law.



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Subject to Approval
<input checked="" type="checkbox"/> Approved as corrected
<input type="checkbox"/> Approved as submitted

Charter Review Commission Meeting Minutes April 27, 2020

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

ROLL CALL: Jim Smith, Stephanie Landry, Ed Luther, and John Evans and Ellen Daniels

OTHERS PRESENT: Mayor Michael Wheeler, Debbie Bluso Rogers, Assistant to the Mayor and Sandy Turk, Director of Finance and Income Tax

BUSINESS

Discussion with Director Sandy Turk, Director of Finance and Income Tax:

The Chair recognized Director Sandy Turk and requested her recommended changes to the Charter. Ms. Turk recommended the following:

- No recommendations to Section XV Finances & Taxation.
- Purchasing Agent & Purchasing Process: This is a “check and balance” and a necessary separation of duties between Finance who allocates the funds versus the Service Director, along with the spending authority in the codified ordinance, authorizes spending.
- Section 5.03 Duties in General (5): No change is recommended since the Director currently oversees the preparation of all of the budgets.
- Section 3.01: Recommended that qualifications should be expanded because the Mayor’s salary is increasing and clarify that the position is either full-time or part-time.
- Section 3.02: recommended that the Mayor’s term be clarified to begin 1/1 and expire on 12/31 due to the confusion surrounding the former Mayor’s benefits and ability of the incoming Mayor’s period of transition and the ability to sign expenditures.

- Ms. Daniels recommended the inclusion of a CPA as an additional qualification and Ms. Turk acknowledged that she was a CPA and it was helpful for the position.

Ms. Turk was excused by the Commission and left the meeting at 7:37 p.m.

The Commission discussed the recommendations provided by Ms. Turk and came to consensus that there were no changes required pertaining to the inclusion of the capital budget preparation since the current charter reflects the duties and also felt the qualifications should include CPA. This was a general discussion and sharing of opinion and no formal action was taken.

Discuss Correspondence:

The March 9, 2020 letter to the Commission from the Law Director will be discussed at the next meeting. The Commission Secretary will forward an electronic copy to all members.

Discuss Formal Report to Council, Future Meetings and Commission Deliverables:

The Commission acknowledged that all input has been received and the next step is to begin the preparation of motions for the Commission actions. Motions will be forwarded in the form of legislation for a first reading by Council on June 16, 2020. Legislation is due to the Law Director by June 8th and the Mayor will communicate to the Law Director of the upcoming schedule and his participation in future Charter Commission Meetings. Deadline for ballot language, per the Mayor, is August 5, 2020.

Each Commission Member will bring their recommendations to the next meeting to formulate motions. Some examples include:

- Requirement that a Mayor is not permitted to run for council after being termed out or just one term.
- Requirement that a termed-out Council Member cannot be appointed to Council if there is a vacancy.
- Age requirement for Mayor.
- Clarify the meaning of absence and vacancy of the Mayor prior to the President of Council assuming the duties as the Mayor.
- Inclusion of Director of Human Resources or should it be excluded because it can be a contracted service.
- Inclusion of the Mayor's duties in the event of an emergency.

COMMENTS FROM THE PUBLIC:

None.

ADJOURNMENT:

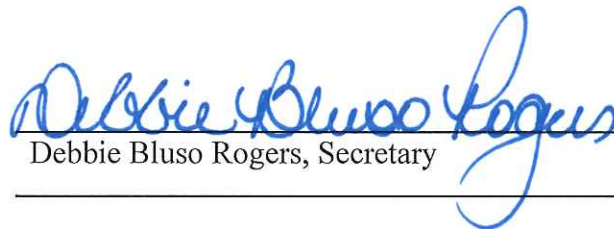
Motion: Mr. Evans made a motion to adjourn at 8:04 p.m. and it was seconded by Mr. Luther.

Hearing all "ayes" motion passed unanimously.

Jim Smith, Chairperson

Date: _____

5/11, 2020



Debbie Bluso Rogers, Secretary