

**CHARTER COMMISSION MIUNTES**

**July 16, 2020 @ 6:30 PM**

**7:00 PM**

**Call to Order:** Carrie McGlaughlin called the meeting to order at 6:30 pm followed by the Pledge of Allegiance

**Charter members present**: Carrie McGlaughlin, Michael Terry, Bobbi Watkins, Galen Trayor, Mike Malone, Linda Beachy, Todd Skidmore, Jim Baker, Sherry Headlee, Kerri Ferguson, Darren Lee, Glenn Wheeler (not present), Tony Matessa (not Present), Amy Rucker (not Present).

**Facilitator:** Catherine Cunningham(present) and David Ingram (present)

**Village Solicitor-** Paul LaFayette (present)

**Village Administrator-** Nathan Cahall(present)

**Approvals:** Meeting Minutes - July 2, 2020- Ms. Ferguson motion to approve the July 2, 2020 Charter minutes as corrected. Ms. Watkins second the motion. Ten votes Yes one; abstain (Darren Lee); three not present (G. Wheeler, T. Matessa, and A. Rucker)

**Communications:** Ms. McGlaughlin mentions to the commission that a few members are concern with the increasing numbers of COVID-19. With that, Ms. McGlaughlin asks the commission what their thoughts are to switch to online sessions via Zoom, HYBRID version (some members attend in person, and others VTC in). Ms. Ferguson would prefer to meet in person. Mr. Lee mentions, either way, works for him. Ms. McGlaughlin would like to have a test run before deciding if the meeting will take place via Zoom. Ms. McGlaughlin asks the Village Administrator if it is possible to have a test run. Mr. Cahall assured the commission that either way is possible, and a test run will be done in the following week.

**Old Business: None**

**New Business:**

-Commission asks Village Administrator if it was possible and if need to have the Charter Minutes posted on the Village Website. Mr. Cahall asks the commission if they wanted their separate tab on the website. The commission discusses the topic and Mr. Terry could provide support in that aspect if needed. Ms. Cunningham recommends having their separate tab therefore the community/public would not get confused. Mr. Cahall stated to the commission that if they provide him or the administration with what exactly they would like on the website, that it can be arranged. As for now, the commission agrees to have their minutes place within the same location as Village Council’s until they are more established. This topic will be an ongoing item for a future meeting.

- Recap of Presentations from Plain City Officials

* Commission was very pleased to have the Plain City Official come out and speak them as well as give the insight of their day to day operation. Also, it was very nice to place names with faces. Mr. Terry believes it was very informative and had a good idea of what would or would not work. Many charter members agree with Mr. Terry's comment.
* Mr. Ingram asks the commission if there was any takeaway from the presentation to help them decide a form government? Ms. Ferguson takes away from the presentation on how the village is algin with the current structure as in the Administrative, Mayor, Council, and how they are working with one another, as they are all on the same level playing field. It gave a bigger picture of how things are working and not working at the current state. Mr. Terry agrees with Ms. Ferguson's comments regarding her takeaway. He also added that each area that was represented echo one another and how well they work as a team. Also, the understanding of the elected official vs. appointed (hired) officials and their roles. The major key point that was taken from the presentation was the understanding of key departments (such as Fiscal Officer, Police Chief, Mayor, and Village Administrator), the separation of duties, the three reading, and checks/balances. Overall, the commission found the presentation to be very informative and enlightening, it gave the Charter Commission on how they would like to move forward in choosing a form of government.

-Discussion of Form of Government for Plain City

* Ms. Cunningham gave a brief overview of each form of government and a summary of each section within the forms of government.
* Each municipality chooses its form of government, but most have elected mayors and city councils or city commissions. The forms of government are:
* Mayor-Council: A mayor is elected separated from the council; Full-time; Significant administrative and budgetary authority. The council is responsible for enacting laws and Appropriation powers.
* “Strong Mayor”: The mayor is the chief executive of the city; The mayor directs administrative structures, appoints, and removes department heads; The mayor has VETO powers over legislation but does not vote; City council does not oversee daily operations of government.
* “Weak Mayor”: Elected Council oversees all, then next in line is the mayor, followed by Executive agencies, Boards and commissions, and other city entities.
* Council/ Manager: Elected council members with a ceremonial Mayor, City manager oversees the Executive agencies, Boards and Commissions, and other city entities.
* Mayor-Council-Manager: Mayor- council chooses the mayor and is a voting member, Elected council, Manger (CEO) is appointed by the Council. The manager will hire their department and oversees all day to day operations. This structure is more of a corporation outline as in the [organization chart](https://www.powerthesaurus.org/organization_chart/synonyms).
* In most cities in Ohio has adopted a HYBRID version where they pick and choose from the different forms of government to create their government. Ms. Cunningham state that there is no perfect version, it all depends on each city and what they believe will work best for their city.
* Both Ms. Cunningham and Mr. La Fayette advises the commission that checks, and balance is a major part when choosing a type of government. The commission should take into consideration each position and if some shall be elected or not elected. Some examples are having an elected fiscal officer vs. an appoint one. If an elected fiscal officer, the person may or may not be suitable for the position and/or the City may have a different one every election. This may cause an issue. Comparing to an appointed fiscal officer is hired by the council and is a person that is suitable for the position. Mr. Terry believes that electing a treasurer, and another key position is unnecessary. The council should hire the right person for the job.
* Ms. Cunningham pointed out that every seven years the charter should be revised and during this time the charter may be amended.
* Ms. McGlaughlin believes that continuing to have a Mayor in the city is key. The community is used to having a mayor; therefore, we should still have a mayor in place. Some members believe that if they choose to go forward with as elected/appointed Mayor what kind of powers they would or would not have. Mr. La Fayette suggested that a Mayor is a point of contact to the community, he/she is pretty much “the face” of the city mostly for ceremonial purpose. Also, the mayor should not have the VETO powers and should have the same powers as the mayor could declare an emergency without council approval. The current mayor of the Village does not have many powers, he is the “tie-breaker” vote for council if needed, he is responsible for the council agenda for their meeting, he does have the power to declare an emergency, and he is like the public relations for the city.
* Commission agrees that they do not want any VETO power for the mayor if they choose to have an elected/appointed mayor.
* Mr. Terry likes the idea of a “soft” mayor. A soft mayor will have certain powers as in decision making for key departments rather than waiting for the council and go through the three reading to make a final decision. He believes this will smooth some of the delays that some of the current key officials are dealing with in their day to day operations.
* Commission agrees to not vote in which form of government they are leaning towards. They agree to have further discussion in the next meeting on which form of government they believe is the best suit for the city. Currently, all twelve members prefer the Council-Manger form. This form still has a Mayor, the commission is considering letting the mayor have certain powers as in the “soft power”, but further discussion is needed. Member also would like to discuss the administrative offices, what will be their duties? Who will appoint/hire them, and the removal of them? All twelve-member agrees that the only elected officials should be the council, none of the administrative offices should be elected rather hire by the council.
* Mr. Ingram will provide a draft of the form of government that the commission has discussed in tonight's meeting.

**Other items discuss:**

Informing the public in what type of government the Village of Plain City has.

* Mr. Malone, as well as other members, raises the concern that the public may or may not fully understand the current structure that the Village is currently operating with. Discussion among the members spoke regarding how to inform the public on the type of government that is being operated. One suggestion made by Mr. Skidmore was to create a booklet/pamphlet and have a mass mailing if possible. Ms. McGlaughlin suggested looking at the City of Hillard as an example of how they produce their booklet that explains their government structure. Mr. Malone refers to the info structure that the Facilitator provides to the commission gives a good picture of the current and future picture of the government. Mr. Ingram informs the commission that any adjustment that needs to be made before sending it out to the public will be made and a draft will be provided to the commission for approval.
* What happens or what are the appropriate procedures if a fellow charter member is absent? In terms of a decision need or was made? Many of the members stated that this was discussed during the initial meeting of creating the charter, but the minutes should be enough to get absentee members up to speed. If voting shall occur, they would be considered an absent vote.

**Adjourn:** Ms. McGlaughlin motion, Mr. Skidmore second the motion to adjourn at 8:40 pm.

Minutes submitted by Zulma Schrupp, Council Clerk