

Charter Review Commission Meeting Minutes

Date: April 1, 2026

Location: Council Chambers

Meeting Type: Regular Meeting

CALL TO ORDER

The regular meeting of the Charter Review Commission was called to order by the Chair at the appointed hour in Council Chambers.

ROLL CALL

Present: Copley, Decker, Morris, Park, Roberts, Tisher, Williams

Absent: McMillen, Weirick

Vacancies: Two (2) current openings; no alternates present

The Chair declared that a quorum was present and the meeting proceeded.

APPROVAL OF MINUTES

The Chair presented the minutes of the **March 4, 2026** meeting for approval.

No corrections or additions were offered.

Motion: To approve the March 4, 2026 minutes as presented.

Vote: Motion carried by voice vote.

OLD BUSINESS

Review of Revised Charter Language

The Commission reviewed the revised draft language previously distributed.

Section 4.05 – Vacancy in Office of Mayor

Discussion was held regarding succession procedures in the event of a mayoral vacancy, including circumstances in which the President of Council declines to assume the office.

The Commission further discussed wording in the draft relating to whether a council member would “act as mayor” or “become mayor.”

Motion: To amend Section 4.05 by replacing the phrase “**act as mayor**” with “**become mayor.**”

Vote: Motion carried.

Section 6.05 – Pronoun Language

The Commission noted the repeated use of gendered pronouns throughout the charter draft.

Counsel advised that all pronoun references would be comprehensively revised for consistency in a future draft.

No action taken.

Section 9.02 – Civil Service Terms

The Commission revisited prior discussion regarding changing Civil Service Commission terms from six (6) years to three (3) years.

Counsel noted the change would be incorporated into the next revision.

Cemetery Board Composition

The Commission discussed restructuring the Cemetery Board to include one Council member.

After discussion, consensus was reached to reduce citizen appointments from three (3) to two (2), maintaining a three-member board with one Council representative.

Motion: To revise Cemetery Board membership to **two appointed citizen members and one Council member.**

Vote: Motion carried.

Section 3.03 – Annual Reviews

The Commission discussed language requiring annual performance reviews of the City Manager and Finance Director.

Counsel advised the provision would be more appropriately placed within the sections governing those offices.

No formal motion was required.

Section 7.01 – Planning Commission Terms

Clarification was requested regarding the phrase “**first regular meeting**” to specify the **first regular Council meeting.**

Counsel agreed to revise the language for clarity.

NEW BUSINESS

Article 13 – Nominations, Elections, and Qualifications

Section 13.01 – Filing Deadline

The Commission reviewed the candidate filing deadline.

Following discussion and recommendation from the Board of Elections, the filing deadline was revised from **75 days to 90 days** before the election.

Motion: To amend Section 13.01 to require filing **90 days prior to the election**.

Vote: Motion carried.

Section 13.02 – Ballots

The Commission reviewed ballot language provisions and determined no changes were necessary.

Motion: To retain Section 13.02 without revision.

Vote: Motion carried.

Section 13.04 – Residency Requirement

The Commission reviewed the residency qualification for candidates.

After discussion, the Commission agreed that a one-year residency requirement was more appropriate than the current two-year requirement.

Motion: To amend the residency requirement from **two (2) years to one (1) year**.

Vote: Motion carried.

Article 14 – Initiative, Referendum, and Recall

The Commission reviewed Article 14 in its entirety.

Discussion was held regarding recall election timing and associated costs.

No amendments were adopted.

Article 15 – Charter Amendments

The Commission reviewed the schedule for future charter review cycles.

Following discussion, the Commission agreed to revise the next appointment year to better align with municipal election cycles.

Motion: To revise the next Charter Review Commission appointment to **January 2035**, with review every ten (10) years thereafter.

Vote: Motion carried.

Article 17 – General Provisions

The Commission reviewed Article 17, including provisions related to public meetings, minutes, and continuation of officers and employees.

No amendments were adopted.

NEXT MEETING

The Commission discussed scheduling one final meeting for review of the completed ordinance draft and final roll call vote.

By consensus, the April 15 meeting was canceled.

Motion: To schedule the next and final meeting for **April 29, 2026**.

Vote: Motion carried.

ADJOURNMENT

There being no further business, a motion was made to adjourn.

Motion: To adjourn at 6:58.

Vote: Motion carried.

The meeting was adjourned.
