

**CHARTER REVIEW COMMITTEE MEETING MINUTES
JANUARY 14, 2013 - 3:26 PM
CITY HALL, 1840 SECOND STREET, COLUMBIA CITY**

Present: Casey Wheeler, Chair
Frank Hupp, Vice Chair
Cheryl Young
Sue Ziglinski
Ed Fischer
Leahnette Rivers

Absent: Bill Amos

Using a projector, Chair Wheeler led the Committee through the bullet list of items that the group had agreed upon during their November 29, 2012 meeting. He explained that he had discussed each of these items with legal counsel for the League of Oregon Cities. He noted that the League's legal counsel cautioned the group that each and every item that is contained within the City Charter will require a vote of the people in order to change it. As a result, the League's legal counsel recommended the group consider utilizing ordinances, policies and job descriptions to implement some of the items instead of the City Charter as outlined below:

- The Council hold a regular meeting at least once a month - Charter.
- The Mayor serve a 4-year term - Charter.
- Elected officials may not be employed by the city in any capacity for at least one full year after leaving office - Policy or Ordinance.
- Elected officials relatives shall not be employed in any capacity by the city - Policy or Ordinance.
- There shall be no term limits - Charter.
- When a vacancy is filled by appointment, the appointed term shall run only until the next available election - Charter.
- The Charter will create a City Manager position - Charter.
- The City Manager must reside within Columbia County within one year of appointment - Policy or Job Description.
- The City Manager's relatives may not hold any appointive office or employment with the city - Policy.
- The Municipal Judge shall be a member in good standing with the Oregon State Bar - Charter.
- Annual performance review of Administrator or Manager - Policy.

The group discussed further whether or not to create a City Manager form of government through the Charter. Consideration was given to the fact that the current City Administrator performs many or all of duties of a City Manager - except that the duties and responsibilities are assigned by Ordinance, Policy and Job Description. The group felt that creating a City Manager form of government by Charter would essentially continue what is already practiced, which has worked well. With respect to moving to a City Manager form of government within the City Charter, questions were raised about whether or not the titles Manager and Administrator were fully interchangeable so long as the Charter outlines the responsibilities because keeping the Administrator title would

make the transition easier. Chair Wheeler will discuss this with the League's legal counsel.

The group agreed with the recommendations outlined above from the League's legal counsel, and discussed moving forward with the next steps:

- Hold one more meeting to review the final draft.
- Begin educating the public about the proposed Charter.
- Hold two Town Hall meetings to discuss proposed Charter.
- Post draft Charter on website.
- Prepare for putting to a vote during the November 2013 election.

Meeting adjourned at 4:00 p.m.