

1. Agenda - April 8, 2025

Documents:

[CITY OF SUNBURY - CHARTER REVIEW COMMISSION - 4-8-25 AGENDA \(20268740.1\).PDF](#)

2. Meeting Minutes - March 11, 2025

Documents:

[CHARTER REVIEW COMMISSION MIN 3.11.2025.PDF](#)

3. Commission Work Plan

Documents:

[CITY OF SUNBURY - CHARTER REVIEW COMMISSION - REVISED 2025 WORK PLAN\(19995544.1\).PDF](#)



Sunbury Charter Review Commission Agenda
Tuesday, April 8, 2025
5:30 P.M.

Town Hall
3rd Floor, Council Chambers
51 East Cherry Street
Sunbury, Ohio 43074

1. Call to order
2. Approval of Minutes
3. Public Comments
4. Revision of Work Plan
5. Discuss Article VII – Administrative Departments and Personnel Systems
6. Discuss Article VIII – Boards and Commissions
7. Adjourn

If you have any questions regarding this agenda, please direct them to Rebecca Princehorn, Bricker Graydon LLP, at (614) 227-2302.



Charter Review Commission
Regular Commission Minutes
March 11, 2025

Members Present: Amy Berger, Nancy Crawford, Kris Heller, Matt Hochberg, Randy Rentz, Shannon Stark, Joey Thomas

Staff Present: Kaitlin Grafmiller, David Brehm, Rebecca Princehorn (Bricker Graydon)

Others Present: Mayor St. John, Cindi Cooper, Daryl Hennessy

Call to Order

Chairman **Randy Rentz** called the meeting to order.

Roll call was conducted by **Kaitlin Grafmiller** , confirming all members were present.

Approval of Minutes

- **Motioned:** Mr. Rentz
- **Seconded:** Shannon Stark
- **Approval:** Unanimous (7-0) with edits

Public Comments

No attendees wished to make public comments. However, **Ms. Grafmiller** reminded the Commission that City staff received an email from **Mr. Paul Hollar** and the final comments from his initial email are included in their packets.

Review of Work Plan

Ms. Princehorn presented the revised work plan, noting that the Commission will not meet March 25th. She outlined the schedule of article discussions to ensure timely completion for the Charter's placement on the ballot this year.

Discussion of Article V - Mayor

- **Military Powers**
 - Remain with the Mayor per Ohio Revised Code (ORC 705.59 & 733.03).
 - Consistent with other municipalities (e.g., New Albany).
- **Economic Development in Executive Session**

- It was discussed on whether to include economic development discussions to take place in executive session, ultimate it was decided to not include it in the Charter since it is already covered by Ohio Revised Code.
- **Police Department Oversight**
 - If the Mayor is unavailable, the Council President serves as Acting Mayor and assumes emergency powers.
 - Further discussion needed regarding clear delegation of authority.
 - Currently under the Mayor’s supervision.
 - Proposed **transfer of police oversight to the City Manager** for better day-to-day administration.
 - Discussion about whether the **City Manager should reside in Sunbury**—decision made to keep the current flexibility to attract candidates from a broader pool.
 - **No formal residency requirement** but expected responsiveness to emergencies.
- **Emergency Chain of Command:**
 - If the Mayor is unavailable, the Council President serves as Acting Mayor and assumes emergency powers.
 - Further discussion needed regarding clear delegation of authority.
- **Mayor Holding Office or being a Delegate for a Political Party**
 - With the desire to keep Council and the Mayor nonpartisan, there were concerns raised about allowing the Mayor to hold political office or be a political delegate.
 - Mr. Brehm stated that, with First Amendment rights in mind, there was no compelling reason to take this language out of the charter.

Discussion of Article VI - City Manager

- **Appointment & Qualifications (6.02)**
 - Merit-based appointment clarified.
 - Prohibited from holding other public employment without Council approval.
- **Acting City Manager (6.04)**
 - The City Manager may delegate authority through written correspondence instead of only by letter.

- Discussion about whether the Assistant City Manager should automatically serve as Acting City Manager.
 - Decided to allow flexibility since the position may not always be filled.
- **Suspension & Removal (6.05):**
 - Revised process to align with Loudermill case law (due process for public employees).
 - Key Changes:
 - The City Manager may be suspended or removed by Council resolution.
 - The opportunity to be heard must be provided.
 - Removed specific timeframes (e.g., 5-day/30-day rules) to allow for flexibility.
 - Council has sole discretion over the final decision.
 - Discussion on whether placing the City Manager on paid administrative leave also requires a hearing—awaiting legal clarification from ongoing case law.
- **General Powers & Duties (6.01)**
 - Considered requiring New Community Authorities (NCAs) to publish minutes & agendas.
 - Decided that NCAs are independent bodies and should handle their own records.

Good of the Order

- Ms. Princehorn stated that next meeting will review **Articles VII & VIII**
 - There is also the possibility to adjust the work plan based on progress made in our review

Adjournment

- **Motioned:** Ms. Heller
- **Seconded:** Ms. Crawford
- **Approval:** Unanimous (7-0)

The meeting was adjourned.

Next Meeting: April 8, 2025



SUNBURY

Sunbury Charter Review Commission

2025 Work Plan (Revised)

January 28, 2025	Articles I, II
February 11, 2025	Articles III, IV
February 25, 2025	No Meeting
March 11, 2025	Articles V, VI
March 25, 2025	No Meeting
April 8, 2025	Articles VII, VIII
April 22, 2025	Articles IX-XIII
May 13, 2025	Final Review