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Charter Review Commission  
Regular Commission Minutes  
January 14, 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.** The meeting was called to order by Kaitlin Grafmiller.

**Oath of Office.** The Oath of Office was administered by Mayor St. John to the Commission members as a group. Law Director David Brehm oversaw the signing of oaths, ensuring each member acknowledged doing so under their own free will.

**Introductions.** Ms. Grafmiller initiated introductions. Each Commission member expressed their enthusiasm for serving on the Commission and contributing to the City of Sunbury. City staff and members of the Council also introduced themselves.

**Mayor's Comments.** Mayor St. John thanked the Commission members for their service and provided a historical overview of the charter process within the City of Sunbury. He outlined topics for review, including:

- Powers and roles of the Council, Mayor, and Administrator
- Boards and Commissions' powers and terms
- Organizational hierarchy

He emphasized that the charter functions as the City's "constitution" and is frequently referenced by the Council. The Mayor urged the Commission members to focus on the roles and responsibilities outlined in the charter, not the individuals currently occupying those roles, as the next review may not occur until 2035.

The Mayor noted he might request a detailed review of specific topics and offer use cases as examples. He is available to provide input in person or virtually, as preferred by the Commission members.

**Election of Chairperson and Vice-Chairperson.** Mr. Brehm explained the responsibilities of the Chairperson.

*Chairperson:*

- Nominated: **Randy Rentz** (by Amy Berger)
- Seconded: Kris Heller
- Approval: Unanimous

*Vice-Chairperson:*

- Nominated: **Amy Berger** (by Kris Heller)
- Seconded: Matt Hochberg
- Approval: Unanimous

Mr. Rentz deferred conducting the remainder of the meeting to Ms. Grafmiller, stating he would assume facilitation at future meetings.

**Approval of Meeting Procedures.** The Commission members agreed to adopt Robert's Rules of Order for meeting procedures, as explained by Mr. Brehm.

- Motioned: Joey Thomas
- Seconded: Amy Berger
- Approval: Unanimous

**Sunshine Law Review.** Mr. Brehm provided an overview of Ohio's Sunshine Laws and public records including:

- Discussions related to charter review must occur publicly, not outside of official meetings.
- Executive sessions are unlikely but possible.
- All emails, texts, or documents related to the Commission are considered public records.

Mr. Rentz inquired about City email accounts for Commission members. Ms. Grafmiller will coordinate with the City's IT consultant to set these up.

**Establish Timeline for the Charter Review Process and Set Meeting Dates.** Ms. Princehorn, an expert on city charters from Bricker Graydon, joined the meeting. She outlined the timeline:

- Deadline for Council review and submission to the Board of Elections: August 6, 2025
- Recommended completion of Commission review: Mid-to-late June 2025

The Commission members set a regular meeting schedule:

- When: Second and fourth Tuesdays of each month, 5:30 PM to 6:30 PM
- Where: Council Chambers
  - Exception: March 25, 2025
- Motioned: Joey Thomas
- Seconded: Amy Berger
- Approval: Unanimous

Ms. Princehorn suggested reviewing specific charter topics during each meeting, providing forewarning to allow for preparation. The Commission members agreed to this structured approach.

Ms. Grafmiller stated that she will get the calendar appointments out to the Commission members for the meeting dates.

**Review of Preliminary Topics.** The Mayor requested a summary of preliminary topics and a discussion schedule for Commission members. Mr. Brehm and Ms. Princehorn will provide this document.

### **General Questions.**

#### *Charter Review Approach:*

- Mr. Hochberg asked if the review would be conducted page-by-page or by topic. Mr. Brehm clarified it would focus on specific topics, though members are encouraged to review the entire document and bring forward additional items.

#### *Point of Contact:*

- Mr. Thomas asked about a staff liaison. Mr. Hennessy stated questions should be directed to City staff, who will communicate with the Council.

#### *Public Summaries:*

- Ms. Stark inquired about public summaries for meeting topics. Mr. Brehm confirmed agendas will be published and public comment opportunities included.

#### *City vs. State Rules:*

- Mr. Hochberg requested clarification on where the City Charter deviates from State rules. Ms. Princehorn noted differences in hiring, board operations, and other processes, which she will highlight as relevant throughout the Charter review process.

*Meeting Duration:*

- Meetings are expected to last approximately one hour, with a maximum of 90 minutes.

**Adjournment**

- Motioned: Randy Rentz
- Seconded: Matt Hochberg
- Approval: Unanimous

The meeting was adjourned.

Next meeting scheduled for January 28, 2025.