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Charter Review Commission  
Regular Commission Minutes  
April 22, 2025

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

Members Absent: Nancy Crawford

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

**Call to Order:**

Chairman Randy Rentz called the meeting to order at [insert time if known]. Roll was called by Kaitlin Grafmiller, with six members present. Ms. Crawford was noted as absent.

**Approval of Minutes:**

**Motion to approve:** Joey Thomas

**Second:** Amy Berger

**Vote:** Approved unanimously (6-0)

**Public Comments:**

Ms. Berger informed the Commission that she will be unable to attend the May 13, 2025 meeting.

**Discussion of Article IX - Finance, Taxation, and Contracting:**

Ms. Princehorn reviewed proposed updates to this article and provided an overview of the City's current purchasing programs.

Ms. Stark inquired about why certain City projects do not follow the competitive bidding process.

Ms. Grafmiller clarified the distinction between Invitation for Bid (IFB) and Request for Proposal (RFP) processes:

IFBs are typically used in construction projects and award is based on lowest and best cost.

RFPs are used for professional services, such as engineering, and include a weighted evaluation process.

#### **Discussion of Article X - Elections, Recall, Initiative, and Referendum:**

Ms. Princehorn noted the primary change to this section is the addition of language allowing the City to place an advisory question on the ballot that is not tied to a bond or levy. She emphasized this is only permitted for chartered municipalities.

Ms. Stark asked if candidates seeking to be added to the ballot need to meet additional qualifications beyond obtaining 25 signatures. Ms. Princehorn confirmed that requirements are addressed in a prior section of the Charter.

#### **Discussion of Article XI - General Provisions:**

There were no significant revisions proposed for this article.

#### **Discussion of Article XII - Charter Review Commission:**

Chairman Rentz opened discussion on the review frequency. He explained the original Charter Commission had established a 10-year review cycle. Maintaining this schedule permits Council to initiate a review sooner if desired but does not require it.

The Commission agreed to retain the current 10-year language.

**Motion to retain language:** Ms. Stark

**Second:** Ms. Berger

**Vote:** Approved unanimously (6-0)

#### **Discussion of Article XIII - Transitional Provisions:**

There were no significant revisions proposed for this article.

**Good of the Order:**

Ms. Princehorn informed the Commission that a redlined version of the full Charter will be distributed in advance of the next meeting to allow time for review. She also stated that the next meeting will include an overview of the public-facing process so members are equipped to communicate about the changes effectively.

**Adjournment:**

**Motion to adjourn:** Ms. Heller

**Second:** Mr. Hochberg

**Vote:** Approved unanimously (6-0)

The meeting was adjourned.

**Next Meeting:**

Tuesday, May 13, 2025