



# CLEVELAND HEIGHTS

## Charter Review Commission

October 4, 2023

6:00PM

**City Hall – Executive Conference Room**

Minutes

### **1. Call to Order**

Chair calls meeting to order at 6:03

### **2. Roll Call**

Guy Thellian, Harriet Applegate, Stephanie Morris, Linda Striefsky, Jonathan Ciesla, Graham Ball, Roland Anglin, Drew Herzig, and Graig Kluge are present. No members are absent.

### **3. Approval of Minutes of Prior Meeting**

#### **a. Discussion**

- i. Some spelling errors
- ii. Section 6. C. iv. on volunteers was voted on.
- iii. Guy suggested Drew's motion under 6. C. iii. to form subcommittee.

- b. Jonathan motions to table the minutes until these points are reviewed, seconded by Harriet. Unanimous approval.

### **4. Old Business**

#### **a. Update interviews for Facilitator(s)**

- i. Roland: Two candidates to consider for Facilitator: Kevin Butler and Stephen Byron. Efforts were made to find an academic candidate and one who could bring more diversity to the council, but the expertise needed is too niche.
  - 1. Kevin: Law director for several municipalities, served as an elected official. Clearly talented in law.
  - 2. Stephen: Clearly has passion and experience in this field.
- ii. Linda: Both would serve the CRC very well. We could bring both of them to councils attention.



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1. Law Director Hanna recommends that we request a resolution by Council to authorize the Mayor to execute the contract.
2. Discussion:
  - a. Should we tell council we prefer one over the other?
    - i. Linda/Roland: Both are very strong candidates.
  - b. CRC members state their gratitude for Roland and Linda's efforts to find and interview candidates.
  - c. Should we make this an emergency resolution to pass it without multiple reading?
    - i. Determined that normal resolutions can be passed without emergency status.
3. Motioned by Graig to bring these two candidates to the council. Seconded by Harriet. Unanimous approval.

**b. City email addresses**

- i. Appears to be up to the Mayor whether CRC is given emails.
  1. Should we reach out to the Mayors Office?
    - a. Might be best to go through council.
- ii. CRC is concerned about compliance with sunshine laws, so that all emails dealing to the CRC's work can be documented.
- iii. Suggested that there be a centralized location for these emails to be stored, so that they can be searched.

**c. Commission's ability to establish subcommittee.**

- a. Law Director Hanna says that subcommittee will be subject to Sunshine Laws, agenda posting, minutes, etc.

**d. Engaging Council**

**5. New Business**

**a. Subcommittee creation**

- i. Jonathan motions to table until we hear back from Law Director. Seconded by Linda. Unanimous approval.

**b. Commission data gathering**



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- i. Consider how CRC wants to present work to the public when it has finished. CRC can rewrite the entire charter or could present it in 'buckets' or segments, with each major chance separated out.
  - 1. Putting the entire charter on the ballot would be very confusing for voters. Even a redlined version would run the risk of not being read by the general public.
    - a. Public will need to be engaged around the issue of the charter - many folks do not even know that Cleveland Heights has a charter or what a charter is.
    - b. CRC should hold a public meeting with a presentation by the Facilitator about charters and about the CRCs work.
  - 2. Previous and comparable CRCs have done both - providing a complete rewrite and a topic-by-topic breakdown.
- ii. Discussion around how citizen-lead initiatives function.
- iii. University Heights city council approved 6 of 10 of their CRCs recommendations.
- iv. Consensus of the CRC is that the final product will be a redlined-version charter rewrite and single-subject buckets.
- v. In the end CRC needs to have a professionally reviewed, cohesive, functional charter to present.
- vi. Might want to review the recommendations of the prior CRCs and see how much we agree with them.
- vii. Drew motions to make it an agenda item for the next meeting to send invitations to certain individuals to interview them. Seconded by Graham.
  - 1. Discussion: We should review topics before sending invitations.
  - 2. Linda motions to amend Drew's motion to make a standing item on each meeting's agenda to consider issuing invitations to interviewees and send those invitations if we so choose. Seconded by Jonathan.
    - a. Discussion: Don't have to have everything done before we invite them, it can be open ended.
    - b. Unanimous approval.



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viii. CRC needs a process. A project plan for everything that must be accomplished by June. Month by month guidelines would be helpful.

1. Prior CRC's process would be helpful to review.

a. Linda will review their process and make a draft of a potential plan. She will incorporate any CRC members suggestions into this draft, sent to her by Monday.

ix. Could add "Review of Agenda" as a standing item to the agenda.

x. When did Lakewood make the move to districts? They could have a good perspective.

xi. Suggestion that CRC have topic prioritization at next meeting.

1. Suggestion that each member tally which topics each cares about and the topics with the most support will determine the order that each topic is addressed.

a. Jonathan will send out a poll for members to fill out.

xii. When inviting interviewees to speak on a specific topic, CRC may want to send them a specific list of questions.

xiii. Public Comment: To make it easy for the public to comment without sitting through the entire meeting, public comment period will be moved to the beginning of the meeting. Public will have a maximum of 10 minutes to comment at the beginning of the meeting. If there are more than 10 minutes of comments, the remains public comment period will be deferred to the end of the meeting. General agreement among CRC to this method.

## 6. Review of Meeting Action Items

- a. Clerk will review previous meeting's recording.
- b. Chair will ask Addie to make A/V tools available for every meeting.
- c. Chair will follow up with council on request to Mayor for emails and technology. Technology being a centralized digital document storage location, perhaps a website, and maybe an IT staff member on hand for meetings.
- d. Review the redline from the prior CRCs recommendations.



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- e. Add “Consider issuing invitations to interviewees” to all future agendas.
- f. Linda will review prior CRCs process and make a draft of a potential plan. Send suggestions to Linda by Monday. Linda will send draft on Tuesday.
- g. Add “Review of Agenda” as a standing item at the top of the agenda.
- h. Vice Chair will send prior CRC information link to the CRC.
- i. Vice Chair will send out a poll Thursday evening on topics listed during August 2nd meeting for members to fill out by end of day Monday.
- j. Future agenda will reflect change on public comment procedure.
- k. Chair will send out a draft agenda on Thursday for comments, comments requested by Friday at 3pm.
- l. Clerk will send minutes Thursday.
- m. Chair will send request to council to begin hiring process for facilitator, suggesting Kevin Butler and Stephen Byron.

**7. Public Comments (10 minutes)**

**8. Review of Meeting for Lessons Learned**

**9. Next Meeting: Wednesday, October 11<sup>th</sup> at 6 PM**

**10. Adjourn**

Adjourned by Chair at 7:55 PM.