



# CLEVELAND HEIGHTS

## **Charter Review Commission**

**October 18, 2023**

**6:00 PM**

**City Hall – Executive Conference Room**

### **Minutes**

**1) Call to Order**

- a. Chair calls meeting to order at 5:59PM.

**2) Roll Call**

- a. Guy Thellian, Harriet Applegate, Stephanie Morris, Linda Striefsky, Jonathan Ciesla, Graham Ball, Roland Anglin, Drew Herzig, Graig Kluge, and Lee Crumrine are present. No absences.
- b. Stephanie left meeting at 7:44PM.

**3) Approval of Minutes of Prior Meeting**

- a. Discussion postponed until CRC receives printed copies, picked up in 6) d.

**4) Review and Confirm or Amend Agenda**

- a. 6) b. i.: “Advise” should be “Advice”.

**5) Public Comments**

- a. None.

**6) Old Business**

- a. **Tech and administrative support for CRC**

- i. **Report on law department support and use of City website for CRC information**

- 1. Mayor will meet with law director to come up with a solution for the CRC’s email request to comply with sunshine laws.

- b. **Report on City Council consideration of facilitator and extension of CRC deadline for completion**

- i. **Report on Law Director advice on timing to achieve amendments on the November 2024 ballot**



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1. Law Director recommends that CRC needs to get the report to City Council by the end of June.
- ii. Council is okay with CRC having a Facilitator and is beginning the process to pass a resolution to make it so.
- c. **Continue review of Charter amendments proposed by 2019  
Cleveland Heights CRC report**
  - i. 3.7: City Council determines their schedule at the start of each Calendar year following an election.
  - ii. 3.8: CRC should consider setting a time limit on the creation of rules and order of business. 30, 60, or 90 days?
    1. May impose an undue constraint on Council.
    2. Council input should be solicited on this point.
    3. What if Council disregards the deadline?
      - a. If the deadline is missed, Robert's Rules of Order will be put in place.
      - b. Ignoring this constraint could be an issue for Council members in re-election.
  - iii. 3.9: EMERGENCY MEASURES
    1. Emergency ordinances are being used a lot by current Council, but they have expressed a desire to cut back.
  - iv. 3.10: PUBLIC UTILITIES AND FRANCHISES
    1. Article Four, Section 3 discusses the Mayor "execute on behalf of the City all contracts, conveyances, evidences of indebtedness and all other instruments to which the City if a party." This should not be construed to mean that the Mayor is able to create contracts without Council.
    2. Lee will review point on consent.
  - v. 3.11: Does President Pro Tem need to be in the Charter? Has there been an ordinance providing for one? Has one been elected? Might be covered by Robert's Rules.



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- vi. ARTICLE FOUR: Skipped by CRC as is covers the City Manager.
- vii. ARTICLE FIVE: Referring to current Charter will be needed, as redlined version uses the City Manager.
- viii. 5.1 Should the Mayor be determining the functions and duties of each department? CRC should consult the CEM.
- ix. 5.2 How many department head appointments should Council or the Mayor make?
  - 1. Should the Charter establish a new department for Sustainability and Resiliency?
    - a. Is it more effective to have sustainability staff directly under the Mayor working across departments?
    - b. Sustainability is important to many citizens of Cleveland Heights and has regulatory responsibilities unique to its purview.
    - c. Ask the Mayor and Council.
    - d. Mayor has appointed a Sustainability Director to serve directly under him, rather than in a separate department.
- x. 5.3 Should the Mayor be the director of departments?
  - 1. It's a lot of responsibility for one person.
  - 2. It would be a cost saving measure if a director is not deemed needed.
  - 3. Could be a problematic consolidation of power for a Mayor who wanted to abuse it.
  - 4. Consult with Mayor, Council, and CEM.
  - 5. Should Council have approval over department appointments?
- xi. 5.4 Gender neutral language.



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- xii. ARTICLE SIX: No substantive changes made by prior CRC. CRC agrees that no action is needed.
- xiii. ARTICLE SEVEN: NOMINATIONS AND ELECTIONS
  - 1. Ranked Choice Voting considerations will permeate this entire article. Each approval in this meeting is made with this understanding.
- xiv. 7.1 Should language be changed to “registered voters” not just “voters”? Language should be consistent across the Charter, one way or another.
- xv. 7.2: Approved.
- xvi. 7.3: “electors” changed to “registered voters”.
  - 1. Move the words “a petition” to “... as a candidate if there is a petition filed with election authorities...”
  - 2. Consider if (d) should have changed “paper” to “page”. Is this due to specific guidance by the Board of Elections?
- xvii. 7.4 Final word of the section might not need to be capitalized.
  - 1. Gender neutral language approved.
- xviii. 7.5, 7.6, 7.7 are seen as having no changes needing review and are approved.
- d. **Minutes from 10.11.2023 revisited with copies to review.**
  - i. Motion to approve by Harriet, seconded by Roland.
  - ii. Discussion:
    - 1. Typo in Jonathan’s name again.
    - 2. 6) b. iii. 3. Make: “Law Director will seek clarification from Liz Rothenberg who was in the law department in 2019.”
    - 3. 6) c. i. Replace “council” with Council President Hart”.
    - 4. 6) d. i. 2. b. Replace “reflection” with “discussion”.
    - 5. 7) b. For entire section add “or law department” to places where CRC will check with Facilitator.
  - iii. Motion to approve amended minutes by Harriet, seconded by



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Roland, and unanimously approved.

- e. **Review of poll results on presenter topics; consideration of presenters and issuance of invitations to presenters**
  - i. Discussion around whether specific questions should be posed to presenters, no conclusion reached yet.
  - ii. Jonathan will circulate two versions of the poll, one conducted before the October 11th meeting, but including Harriet's response, the second being a new poll with responses from everyone with updated opinions. Data will be aggregated, combining votes for most important and important and the results will be brought to the next meeting.
- f. **Revised draft project plan for CRC**
  - i. Should include speakers on the major topics CRC wants to cover, such as Ranked Choice Voting.
  - ii. Following the review of the redlined document, CRC will revisit whether we are ready to invite speakers.
  - iii. Thanks to Linda for her work in creating this plan.
  - iv. Acknowledgment of need for a public meeting relatively soon.
    - 1. Question of how ready CRC is for a public meeting.
    - 2. Should CRC be soliciting input from public on issues like Ranked Choice Voting or Hybrid City Council Election?
    - 3. Some members want meetings sooner, others want to prepare topics ahead of time.
    - 4. Public opinion is essential to CRCs work, but the public may not be interested in the minutiae of government structure, which CRC is still responsible for. The public may need more information and education to understand the topics under discussion.
  - v. Drew motions to table the rest of agenda to the next meeting, as it is late, seconded by Guy, and unanimously approved.
  - vi. **Discussion of changing meeting schedule for December,**



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scheduling public input meeting and mapping CRC work to completion

- 7) **New Business**
- 8) **Review of Meeting Action Items**
  - a. Vice Chair Jonathan will update the poll results to be entered into the record.
  - b. Vice Chair Jonathan will send out the poll again for all CRC members to fill out.
  - c. Lee will report back to the CRC on several points.
- 9) **Public Comments (10 minutes)**
- 10) **Review of Meeting for Lessons Learned**
- 11) **Next Meeting: Wednesday, November 1 at 6 PM**
- 12) **Adjourn**
  - a. Adjourned at 8:11PM.