

**SCAPPOOSE CITY CHARTER REVIEW COMMITTEE**  
**Council Chambers at City Hall**  
**33568 E. Columbia Avenue**

**Thursday, March 5, 2009 at 7:00 p.m.**

Councilor Ingham called the meeting to order.

**Introductions**

Judie Ingham City Council Member, Larry Meres City Council Member, Devra Hermosilla Citizen at large, Craig Frasier Citizen at large, Prudie White Budget Committee Member, Loren Holm Budget Committee Member and Jon Hanken City Manager.

**Citizen Comments**

None

**Overview of Committee Mission**

City Manager Hanken asked if any members have ever participated on a City Charter Review before. None of the members had. City Manager Hanken passed out a copy of Ashland's Mission (Expectations of the Charter Review Committee) and would like to go over it and change Ashland to Scappoose. He explained this committee is going to function a little bit different than other committees that you may have been associated with in regards to a city. One of the reasons why it is not a normal committee situation is because staff, such as himself, really provide a lot of the information for other committees, however in a city charter type review format because the duties and functions that may be recommended for changed have a direct impact on him he has a direct interest and so it is imperative that he stays back. This is about the citizens of Scappoose making the determination as to what is best for the citizens of Scappoose. He explained this is basically an introductory meeting, he is going to help steer this committee forward and help provide this committee with direction as to where to go but in terms of him saying here is what he thinks, you are not going to get that. He explained that doesn't mean there isn't going to be assistances as we go forward. He explained one of the things as we start moving forward the City Attorney will be coming in and they can provide more information about charters and legalities because they don't have a vested interest. City Manager Hanken read the following statement:

**Expectations of the Charter Review Committee**

*"Membership on a charter review committee is accepting responsibility for leadership in the most important single civic effort that any community can undertake. The duty of leadership is to find the highest attainable level of improvement, not just a token advance. Statesmanlike compromise is simply a means to this end."* Guide for Charter Commission, National League of Cities.

**Purpose and Overview**

The primary function of the charter review committee is to review the existing charter to determine if it will adequately serve the community well into the future. If necessary, the committee is to prepare a draft charter for the City of Scappoose. The proposed charter will ultimately be reviewed by the city council for placement on the ballot for the voters of Scappoose.

The committee must be impartial, non-biased, and free of any perceived political gain and may approach the task in whatever means results in a document that best serves the citizens of Scappoose.

In addition to adhering to the Oregon Public Meetings law, the committee will strive to include the community beyond the requirements of the law. The council encourages the committee to seek opportunities to educate the community about the process and purpose of a charter review, the importance of a city charter and to solicit community input.

It is the council's experience that undertakings of this scope are best achieved within a set timeline during which committee members are focused on achieving the task in a timely manner. Stretching a task over a period of many months can result in a committee that loses focus, interest and drive and a drop in attendance. As such, the council requests that the committee develop a timeline so that the proposed amendments can be placed on the earliest possible ballot.

City Manager Hanken explained depending upon how much this committees does any amendments could be placed on the November ballot or it could be the following March. He explained he will be here to basically answer questions but in terms of guiding this committee one way or another, that is not his function.

Prudie White wanted to know how this came about. City Manager Hanken explained the recommendation by the Oregon League of Cities is that a city review its Charter in a committee format once every decade or so. He explained our Charter was last review in 1992.

### **Electing a Committee Chair Person**

Larry Meres nominated Craig Frasier. Prudie White nominated Judie Ingham. Craig Frasier withdrew his name. Craig Frasier seconded the nomination for Judie Ingham. Prudie White moved that the nominations are closed. Motion passed for Judie Ingham to be Committee Chair Person.

### **Review Current City Charter**

City Manager Hanken explained the committee received a copy of the current city charter. He explained it is basically the skeletal frame work of how a city runs. He explained as we move forward one of things that is part of your home work assignments is going to be is going through the model city charter that is recommended by the League of Oregon Cities. He explained in addition he has included a legal frame work for cities from League of Oregon Cities. Also to kind

of help facilitate in thinking about what possible changes, if any, that committee members want to make he has included a number of municipalities current city charters.

City Manager Hanken explained in terms of our city management structure, what we have is a council manager form of Government. He explained which basically means City Council develops policies/legislative agenda and the manager is in charge of implementing that agenda. He explained there are many other things that need to be addressed in terms of the charter that relate to boundary issues, the elections process, all of those things in terms of how a municipality operates.

There was discussion on the City Charter being looked more often then it has been in the past.

Chair Ingham explained she doesn't feel they can decide on a time line right now. She thinks the committee needs to go home and do their homework. She explained the committee has a lot to absorb as far as what they need to read. She urges everyone to go on line and access the League of Oregon Cities web site.

### **Next Steps**

Next meeting will be on Wednesday, March 25, 2009 at 7:00 p.m.

The committee discussed the city attorney's role.

Chair Ingham explained this committee is open to the public and if the committee wants to invite people please do. She explained the more citizens input the better. There was discussion on advertising the meetings around town.

Devra Hermosilla stated that both Larry and Judie mentioned that on the Council there have been issues that have come up specifically that have been problems with the charter, if they can let the committee know what those are next time that would be good because they haven't experienced it.

### **Adjourn**

Chair Ingham adjourned the meeting.

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Chair Judie Ingham

Minutes typed by:

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Susan M Reeves, CMC, City Recorder