



*A place where families and businesses thrive.*

**Charter Review Committee  
Meeting Minutes**

**January 24, 2024  
Zoom & Community Auditorium**

***Minutes approved by CRC 2.07.2024***

**1. Called to Order**

The meeting was called to order at 6:02 PM.

Present: Ashley Driscoll, City Attorney, Joyce Phillips (staff liaison), Tacy Steele, Elysha Johnson, Dale Thaler, LaAna Littlefield, Adolph “Val” Valfre, Tammi McLaughlin, Kate MacDonald, Bryan Dennis, Isaac Echeverria

Absent: Wolanda Groombridge

**2. Public Comment:** N/A

**3. Consent Agenda:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Committee members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

1. Approve/review meeting minutes from the January 18, 2024 meeting – approved

**4. Additions/Deletions:** None.

**5. Discussion Items –** Meeting decorum was presented and reviewed. The CRC updated timeline was discussed. The next meeting dates of January 31 (canceled), and February 7 were mentioned regarding discussing the Final Report Draft.

**a) 01.18.24 Meeting Recap**

- Section 32 – Filling Vacancies Language
- How voting currently works in FG
- RCV – Single Winner & Proportional
- Implementation of RCV
- Oregon Ballot Measure 2004 (Nov. 2024)

**b) CRC Conversation Timeline**

- Substantive Areas to Cover: Ranked Choice Voting and Residency Requirements.
- The timeline was discussed to outline the meeting schedule:
  - o January 31 - **CANCELED**
  - o February 7 – FINAL REPORT DRAFT DISCUSSION
  - o March 13 & 20 (Public Hearings)
  - o March 27 – FINAL MEETING
  - o April – to Council

**c) City Manager Residency**

(a) Forest Grove language:

- The Manager need not reside in the City at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.

(b) LOC Model language:

- The Manager need not reside in the City <sup>(54)</sup>
- (54): If the city wants the charter to require the manager to live in the city, the following may be added: “but must become and remain a resident of the city while manager.” In the alternative, if a residency requirement is desired but is not practicable due to a housing shortage or other conditions, the following may be added: “but must live within 30 miles of the city.” Either requirement can be imposed more flexibly by ordinance or contract.

(c) Staff recommendation: Remove from Charter as this does not allow for flexibility; creates a barrier and very difficult to locate a candidate. Candidate should have expertise in policy management and execution.

(d) The current FG language was added to the Charter in 2009.

(e) A round table discussion ensued regarding CM residency requirement. Many current employees do not reside in the city. Other cities, do not make this requirement. Out of all the cities researched, Tualatin is the only city that requires their CM to live in the city.

(f) Motion to amend removing this requirement from the Charter – consensus, all participants yes.

**d) Ranked Choice Voting - continued**

- Four articles were provided in the meeting packet for review.

- Ashley discussed how Corvallis was able to manage to educate their voters with press releases, social media campaigns, and materials created in-house. Corvallis had no budget for this project.
- Forest Grove estimated voter education costs: \$25k-\$35K.
- Committee members discussed their thoughts on RCV.
- Consensus not to move forward with an RCV recommendation to the council.

**e) Next Meetings**

- Draft of Final Report
- Public Hearings
- Finalize report/last meeting

**f) Meeting Schedule**

- Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 PM
- Next meeting on February 7, 2024
- Upcoming Public Hearing dates: March 13 and 20

**6. Adjournment and Announcement of Next Meeting:** The meeting adjourned at 7:21 p.m. The next CRC meeting will be held on Wednesday, February 7, 2024, at 6:00 p.m.

Respectfully submitted,

Joyce Phillips, Staff Liaison