

CHARTER REVIEW MINUTES 4.17.2024  
631 PERRY STREET  
FRONT CONFERENCE ROOM  
5:30 P.M.

Chair Ketcham call the meeting to order

Chair Ketcham asked for a motion to excuse Darrell Handy, Bowling made the motion, seconded by Groff, all in favor, motion carried

Members Present – Chair - Mike Ketcham, Clay Crates, Katie Groff, Rita Bowling, and Clerk Lisa Elders

Others Present – Law Director Sean O'Donnell, Council Members Josh Mast, Crescent News Representative Todd Helberg and Firemen Chad Brown and

Crates made a motion to approve April 10, 2024 Charter Minutes, seconded by Groff, all in favor, motion carried

Next Meeting – April 24, 2024, Council Chambers, 5:30 p.m.

Agenda – Review matters from last meeting, and Articles VIII & IX

**REVIEW:**

**ARTICLE III – MAYOR/ADMINISTRATOR**

Section 3.08 Qualifications

Chair Ketcham asked if anyone wanted to make a motion to replace the word “must” with “encourage” and to carry the word “encourage” forward with Qualifications with Administrator, Law Director and Finance Director

Bowling made a motion to replace the word “must” with “**is encouraged to**”, seconded Crates, all in favor, motion carried

The City Administrator shall be chosen on the basis of his or her executive, administrative and managerial qualifications as judged by the adequacy of his or her training and his or her successful experience in private or public administration. At the time of his or her appointment, he or she need not be a resident (elector) of the City, but during his or her tenure of office, he or she **must “is encouraged to”** become a resident and elector of the City within six (6) months after taking office

**ARTICLE VI – DEPARTMENTS AND DIVISIONS**

## Section 6.03 Department of Finance

Crates made a motion for the last sentence, The Finance Director shall be a full-time position. *At the time of his or her appointment, he or she need not be a resident (elector) of the City, but during his or her tenure of office, he or she ~~must~~ "is encouraged to" become a resident and elector of the City within six (6) months after taking office, seconded Groff, all in favor, motion carried*

The Finance Director shall perform those functions performed by the auditor and treasurer of a city under the general laws of Ohio. He or she shall have the authority to appoint lesser officials of the Department of Finance with the advice and consent of the Mayor.

He or she shall be the fiscal officer of the City, and shall be responsible for the accounting, collection and custody of funds and control over disbursements. He or she shall countersign all bonds and notes issued by the City and perform such other functions as may be assigned by ordinance or order of the Mayor.

The Finance Director shall be a full-time position, ~~and the Director must reside within the City limits of Defiance. At the time of his or her appointment, he or she need not be a resident (elector) of the City, but during his or her tenure of office, he or she ~~must~~ "is encouraged to" become a resident and elector of the City within six (6) months after taking office~~

## Section 6.04 Department of Law

Crates made a motion to strike the last sentence in the second paragraph and replace with. *At the time of his or her appointment, he or she need not be a resident (elector) of the City, but during his or her tenure of office, he or she ~~must~~ "is encouraged" become a resident and elector of the City within six (6) months after taking office, seconded Bowling, all in favor, motion carried*

The Director of the Department of Law shall be known as the Law Director. He or she shall be an attorney-at-law, admitted to practice law in the State of Ohio. The Law Director shall perform such duties as may be assigned to the office of the Law Director by law, as well as those imposed by the Administrative Code. He or she shall be the appointing authority for the Department of Law, with the advice and consent of the Mayor.

Beginning January 1, 1986, the Law Director shall become a full-time position. ~~The Director appointed at that time and thereafter must become a resident and elector of the City within six (6) months after taking office. At the time of his or her appointment, he or she need not be a resident (elector) of the City, but during his or her tenure of office, he or she ~~must~~ "is encouraged to" become a resident and elector of the City within six (6) months after taking office~~

The Law Director and his or her assistants may not serve as counsels to any school district, county, township or other municipality, political subdivision or local government. He or she may represent the Defiance City School District pursuant to a contract approved by such School District and the City Council, with any compensation under such contract for such services being paid into the City's treasury.

### Section 6.05 (a) Department of Service and Safety

Motion was made in this Section, for Section 3.07 City Administrator, Crates made a motion to add to the end of Section 3.07, "The City Administrator shall be a full-time position", seconded Bowling, all in favor, motion carried

### Section 3.07 City Administrator

There shall be a City Administrator whose appointment and removal shall be as stipulated in this Charter for the appointment and removal of department heads. He or she shall be the principal managerial aide to the Mayor and shall perform such full-time duties as may be assigned to him or her by the Mayor and this Charter. *The City Administrator shall be a full-time position.*

Clay made a motion in Section 6.05 (a) that the last two sentences be struck, seconded Groff, all in favor, motion carried

The City Administrator shall direct the Department of Service and Safety. The City Administrator shall be the appointing authority of the Department. Police and Fire Division Heads shall remain under Civil Service due to the nature of their enforcement responsibilities. ~~The City Administrator shall be a resident of the City or shall become a resident and elector of the City within six (6) months of appointment. The City Administrator's Office shall be a full-time position.~~

(Amended November 8, 1994)

### **ARTICLE VII – BOARDS AND COMMISSIONS**

No Changes

Adjourn: Motion made by Bowling, seconded by Crates, all in favor, meeting adjourned at 6:55 p.m.

All Charter Review Meetings are recorded and stored with the Charter Review Clerk

Charter Review Clerk  
Lisa Elders

Chair of Charter Review: Mike Ketcham

Charter Clerk: Lisa Elders

Date: April 24, 2024