

**Charter Meeting Minutes**  
**11/14/13**  
**Shead High School Band Room**

Call to order: 6:03 PM

Attending: Edward French, Jan Finley, Ken Brown and Meg McGarvey

Minutes approved unanimously

Old Business:

Ken Brown reported that he had successfully reformatted Articles II and III. Jan Finley reported that all underlining has been replaced to all corrections.

New Business:

1. Jan Finley requested that the prompt notification of election results either on the city website, via email or phone call, be added to Article VII. Committee agreed and a new item will be created, to be included in 7.4 as item "d". It shall read: *The City Clerk shall make every effort to notify all candidates of election results as soon as the results have been determined.*
2. Jan Finley requested that Ken Brown reformat all the other articles as well to eliminate the overlaying programs that have been used to amend the Charter. He agreed to do so.
3. Edward French requested that committee begin work on the proposed sale of city property ordinance. \*See attached for first draft and associated information or questions to be addressed.
4. It was decided to invite Mary Repole and Jon McNerney to the next meeting to obtain their input on the proposed sale of city property ordinance.

For the next meeting:

1. Jan Finley will email draft of proposed ordinance to all committee members.
2. Ken Brown will reformat remaining Articles.

Next meeting: Thursday, December 5, 2013 at 6:00 PM in the band room.

Meeting adjourned: 6:58 PM

## Draft of Proposed Sale of City Property Ordinance

First draft:

If the City Council decides it wishes to sell or transfer any city-owned property, the council must provide notification to the public of the potential sale or transfer and must advertise in an area newspaper of general circulation for sale by sealed bids before any sale or transfer may occur. The city reserves the right to accept or reject any or all bids on the property.

The Council must provide sufficient public notification of any change in the status of city owned property, to include but not limited to, the conveyance of easements or proposed zoning changes.

The Council shall maintain a current inventory of city owned property, along with a plan, if any, for use. In developing a plan for use, the Council should consider issues of public access, effect on tax base, and how property could be used for economic development.

In accepting a bid, the City Council may require a performance bond from the buyer.

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Issues to consider:

1. Public access and usage of the property.
2. Tax base
3. Potential of the property for economic development
4. Whether to include realtors in ordinance, and bid process for choosing a realtor.
5. Realtors: Commercial vs residential.
6. Statewide or national advertising