



## SPECIAL MEETING CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of July 30, 2020

### **SPECIAL MEETING OF THE CHARTER REVIEW COMMISSION (CRC)**

Chair Erzen called the special meeting to order at 6 p.m., Thursday, July 30, 2020. Also present were Commissioners Lotzgesell, Turner, Murray, Cameron, Pratt, Stoffer, Richards, Doherty, Corrado, Stokan, Fleck and Morris. Commissioner Corson (present) was voted into the vacant District III position. Commissioner May was absent. All Commissioners appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

### **APPROVAL OF AGENDA**

Commissioner Stokan requested to add her email she sent to the Executive Committee on July 26 to the agenda for discussion. Commissioner Erzen pointed out that the meeting is a special meeting and items can't be added. Commissioner Stokan commented she would bring the request up under next meeting items.

**ACTION TAKEN: Commissioner Murray moved to adopt the agenda as presented, second; motion carried (14 voted in favor of)**

### **APPROVAL OF MINUTES**

**ACTION TAKEN: Commissioner Stoffer moved to approve the minutes as presented, second; motion carried (14 voted in favor of)**

### **PUBLIC COMMENT**

- Ed Bowen, Clallam Bay, commented on agenda item 2 – vacancy in District III, cancelling meetings in August and allowing the public to comment during committee meetings.

### **CORRESPONDENCE/PETITIONS**

Gores noted receipt of correspondences from Commissioner Hunter, Commissioner Stokan and Ed Bowen (see attached).

### **VACANCY ON CRC IN DISTRICT 3**

- Motion to appoint Don Corson to fill the vacancy on CRC District 3

Erzen commented there is a vacancy in District III due to Commissioner Hunter moving out of the County. She stated there was a notice of vacancy issued and the vacancy is filled by a majority vote. She noted that historically a vacancy has been filled by the person with the next highest number of votes. Don Corson received the sixth highest number of votes. Corson appeared by video for the meeting.

**ACTION TAKEN: Commissioner Murray moved to replace the vacancy created by Commissioner Hunter moving out of County with Don Corson, seconded; motion carried (13 voted in favor of)**

Gores administered the Oath of Office to Don Corson.

### **REPORTS**

- Chair Report

Commissioner Erzen addressed the Charter Review Commission 2020 Budget. Commissioner Stoffer recommended that we get Wi-Fi boosters to assist the Commission with connection to the BlueJeans system.

**CLALLAM COUNTY CHARTER REVIEW COMMISSION**  
**MINUTES of July 30, 2020**  
**Page 2**

**EMAIL ISSUES**

- Do we want to use our personal emails or County emails
- CRC Members discussed email issues and decided to stay with using County emails. It was noted if anyone has any issues to contact the Clerk.

**VOTE ON CHARTER AMENDMENT TO BE PLACED ON THE BALLOT**

- Amend Article VI Sections 6.10: Administrator, Section 6.20: Duties and Responsibilities, Article IX Section 9.30: Proposed Annual Budget, Section 9.40: Final Budget Narrative, and Section 9.50: Mid-Year Budget Review (**changes to County Administrator**) – Commissioner Lotzgesell

Commissioner Lotzgesell spoke in favor of the proposed amendment. CRC Members discussed the proposed amendment.

Proposed amendment:

**"Section 6.10: Administrator**

"The Commissioners ~~shall~~ may, at their discretion, appoint an Administrator, selected on the basis of his or her executive experience and professional administrative qualifications, to carry out the administrative responsibilities of the county. He or she need not, at the time employment commences, be a resident of the county or state. No member of the Board of County Commissioners shall, during the time for which he or she was elected, be chosen Administrator. The Commissioners shall, by ordinance, establish his or her contract or terms of employment, including compensation. In the case of absence or disability of the Administrator, the Commissioners may delegate some qualified person to perform the duties of the office during such absence or disability. Employment of an Administrator shall not be construed as changing the relationship of the Commissioners or other elected officials to their constituents, nor the relationship of the Commissioners to other elected officials.

**"Section 6.20: Duties and Responsibilities**

"The Administrator shall be directly responsible to the Commissioners and he or she shall serve the Commissioners and the county by making recommendations concerning the affairs of the county as may be necessary; keeping the Commissioners advised as to the needs of the county and making recommendations when appropriate; preparing and submitting the proposed annual budget to the Commissioners; supervising, performing, and delegating other responsibilities as may be prescribed by this Charter or be required of him or her by ordinance or resolution of the Commissioners. The Administrator and any other officer or officers of the county are authorized to exercise and perform any of their duties or responsibilities through any of their respective subordinates. If no Administrator is appointed, the Commissioners shall designate another person to prepare and submit the proposed annual budget.

**"Section 9.30: Proposed Annual Budget**

"9.30.010: Submission of Proposed Annual Budget

"The Administrator, or if none is appointed, the designated person, shall recommend a proposed annual budget to the Board of Commissioners.

**"Section 9.40: Final Budget Narrative**

"The Administrator, or if none is appointed, the designated person, shall develop, no later than 60 days following the adoption of the annual county budget by the Board of Commissioners, a narrative summary of the adopted annual county budget. The narrative summary shall include:

- a budget overview
- an explanation of the methodologies used to determine revenues and expenditures
- a summary of each department's mission, function, goals, workload, revenues, expenditures, and grant funding sources

**"Section 9.50: Mid-Year Budget Review**

"The Board of Commissioners shall schedule and hold in a public hearing a mid-year budget review no later than July 31 of each year. The review shall consist of at least a detailed discussion of the revenues received, revenues expected, expenditures made, and expenditures expected. Explanations shall be

**CLALLAM COUNTY CHARTER REVIEW COMMISSION**  
**MINUTES of July 30, 2020**  
**Page 3**

provided to the Board by the Administrator for variances occurring in the current year budget and the Administrator, or if none is appointed, the designated person, shall make proposals on how those variances may be addressed by the Board.

**ACTION TAKEN: Commissioner Lotzgesell moved to forward amend Article VI Sections 6.10: Administrator, Section 6.20: Duties and Responsibilities, Article IX Section 9.30: Proposed Annual Budget, Section 9.40: Final Budget Narrative, and Section 9.50: Mid-Year Budget Review (changes to County Administrator) to the ballot, second; motion failed (6 voted in favor of and 8 vote opposed)**

**(Commissioners for: Lotzgesell, Stoffer, Corrado, Cameron, Murray and Fleck; Commissioners opposed: Erzen, Pratt, Doherty, Morris, Richards, Turner, Corson and Stokan)**

**CONFIRM APPOINTEES TO "FOR AND AGAINST" COMMITTEES:**

- "For" and "Against" Committee statements must be filed with Auditor by August 11. 250 words or less.
  - Select/Elect: Pro – Stoffer, Doherty, Turner Con – Lotzgesell, Fleck, Murray, Stokan
  - Frequency: Pro – Erzen, Stoffer, Turner Con – Fleck, Stokan, Cameron
  - Non-partisan: Pro – Pratt, Stoffer, Corrado Con –
  - Appointed DCD: Pro – Morris, Richards, Doherty Con – Fleck
  - Signatures: Pro – Erzen, Corrado, Pratt Con – Stokan

Commissioner Erzen briefed the Commission on guidelines to form a Committee and deadlines for the ballot. CRC Members signed up for "Pro and Con" positions. Attorney Stanley questioned who would be submitting the forms to the Auditor. The CRC Members were in agreement that Attorney Stanley would prepare and submit the forms.

**BUSINESS ITEMS**

- Discuss and approve ballot measure language from Attorney Stanley
- Attorney Stanley briefed the Commission on a Resolution and ballot measure language to be submitted to the Auditor regarding Section 4.10: Composition (non-Partisan Prosecuting Attorney); Section 4.10: Composition (Clarifying Charter); Section 11.10.10: Election and Period of Office (Frequency of Charter Review Commission Election); Section 2.20: Composition and Term of Office (County Commissioners Elected Countywide); Section 4.10 Composition (Appointment of Director of Department of Community Development); and Section 11.20.50: Repeal of the Charter by the people (Signatures Required for Petition). CRC Members discussed the proposed resolution and ballot measure language.

**ACTION TAKEN: Commissioner Stoffer moved adopt the ballot resolution, second; motion carried (14 voted in favor of)**

- Approve calendar modification that cancels August 13 and 27 for summer break.  
**ACTION TAKEN: Commissioner Stoffer moved to cancel the August 13 and 27 meeting for a summer break, second; motion carried (12 voted in favor of and 2 vote opposed)**

- Motion to allow committee meetings if we don't have CRC meetings in August
- CRC Members discussed how many members can be in a "Pro and Con" Committee meeting and if notice is required for these meetings. Attorney Stanley briefed the Board on the Open Public Meetings Act. CRC Members discussed how the work can be accomplished with the "Pro and Con" Committees.
- ACTION TAKEN: Commissioner Stoffer moved to establish "Pro and Con" Committees as identified above and that these Committees are separate from the normal working committees; (Proposal was withdrawn by Commissioner Stoffer)**

**CLALLAM COUNTY CHARTER REVIEW COMMISSION**  
**MINUTES of July 30, 2020**  
**Page 4**

**ACTION TAKEN:** Commissioner Pratt moved that the individuals that agreed to write the "Pro and Con" statements work to write the statements and submit to the Auditor by the August 11 deadline; second; motion carried (14 voted in favor of)

**ACTION TAKEN:** Commissioner Stokan moved the Charter Review Commission Committees can meet during the month of August to the first regular meeting set in September with at least 24 hour notice, second; motion carried (14 voted in favor of)

**PUBLIC COMMENT**

- Ed Bowen, Clallam Bay, commented on items that he proposed to the Commission and the Shoreline Master Program (see attached).

**NEXT MEETING**

Commissioner Erzen noted the next meeting is on September 10. CRC meetings are cancelled for August 13 and 27.

- Remand Recommendation re Franchises to Commissioners
- Vote on Recommendations re Forester and Homelessness
- Form Committee on Revising By-laws

**ITEMS FOR THE GOOD OF THE ORDER**

- Attorney Stanley addressed ballot measure language Resolution needing a vote to be approved. CRC members voted to adopt the Resolution.

See attached for the BlueJeans chat log for July 30, 2020.

**ADJOURNMENT**

Meeting concluded at 7:33 p.m.

Respectfully submitted,

Loni Gores, CMC  
Clerk to the Charter Review Commission

Approved: September 10, 2020