



CITY OF DOVER

SPECIAL ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Special Ordinance Committee Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Monday, September 27, 2021**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER

Councilor Shanahan called the meeting to order at 8:30 a.m.

Present: Councilor Dennis Shanahan, Councilor Fergus Cullen, Councilor Lindsey Williams

Also Present: City Attorney, Joshua Wyatt, Deputy City Attorney, Jennifer Perez, and Michael Gillis, Media Services Director

No citizens present for citizens' forum.

2. **APPROVAL OF PRIOR MEETING MINUTES** – September 13, 2021. Motion to approve September 13 2021 meeting minutes (with one small change to wording) made by Councilor Shanahan, seconded by Councilor Cullen. Vote unanimous.

3. DISCUSSION PUBLIC OUTREACH FOR PROPOSED CHARTER AMENDMENTS –

Attorney Wyatt discusses that he had hoped to have a sample ballot but they were still being processed. There were quite a few typographical errors in the draft as of last Friday. As for the order of the amendments, everything was approved except the ward changes, and Boundaries were moved to the first question. The second question is now filling vacancies.

Attorney Perez discussed that the whole ballot will currently be 18 pages, with multiple first pages for different wards. 14 pages with everything and 4 pages of the different wards.

Attorney Wyatt said he suspects he would have preview ballot at next meeting.

Councilor Shanahan met with Mike Gillis and has a rough outline on the voter guide and Mike would start building a web version of same. The web version will be located from the City's home page to the Municipal page and then a tab and sub tabs for the actual questions. The online voter's guide is essentially ready and will be live this week and will keep adding to that pages once the videos are recorded and will be added to it. IT is working a small glitch regarding the information videos but should be fixed shortly. There will be available a print version at several locations throughout the city.

Mike Gillis said he would coordinate with everyone on their schedules to start filming the video clips.

Questions were then directed to Councilor Cullen regarding his draft of an explanatory letter in reference to Question #2, with a suggestion of a few word changes: Discussion took place about moving the order of the ballot questions. Attorney Wyatt explained that the original sequencing as approved by council will be used, with the exception of Question 9 (concerning ward boundaries, etc.), which will be the first ballot question.



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Councilor Williams had comments about the wording of a letter from the Committee on suggestions on how to answer ballot questions. It is the consensus that the letter can go out once small changes are made.

Councilor Shanahan said the upcoming public evening session potentially could be co-hosted with the forum. Need to develop a brief description that would include if voters want more information on the ballot, to please see the website, videos, etc.

Question arose as to do we need a public session or not, for mid-October date. Councilor Williams mentioned having an evening session for Q&A only – no questions regarding changing ballots at this point. Ballots are done. Councilor Cullen said he didn't think it was necessary to hold this session and we don't need to do more than the other public evening session.

Discussion of a date for the week of October 18 or October 25 for information session via website. Mike Gillis also suggested creating a "post a question section" on the website in case voters had questions for the ordinance committee.

Press release availability information will include all the information about information sessions, when and where you can view the sessions, committee page links, etc.

Dennis Shanahan and Mike Gillis will get copies of informational links out to key places locally – Adelle's, Library, City Hall.

Discussion that the legal notice requirements will be met – half page/full page ad in newspaper. Attorney Wyatt got a quote from Fosters for half page ad and was quoted \$1400. Attorney Wyatt does not believe the quote is accurate, based on quotes in the past that were over \$3K and past errors in quotes. This is tabled for now especially with website expanding, candidate materials, and evening meetings materials being available.

Councilor Williams suggested a handout to voters or a pocket guide to the ballot. Possibly to add to end of voter's guide.

Councilor Shanahan will reach out to getting information to the moderator (Don) via the Chamber of Commerce to make sure they are ok with what he's to talk about.

Items to do: Book the 21st for Forum; Mike to schedule video sessions.

4. GENERAL DISCUSSION

No other matters were brought up to discuss.



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5. AGENDA FOR NEXT MEETING

Cancelled meeting for regular October 4 meeting.

7. ADJOURN

Councilor Shanahan moved to adjourn; seconded by unanimous vote. Adjourned.

DRAFT