

VIRTUAL MEETING MINUTES

In attendance: Mark Graham, Michael Horlick (chair), T. Carter Ross (recordkeeper), David Sip. Staff: Nate Groenendyk, Laura Reams. One seat on the Commission is vacant.

1. A quorum was noted and the meeting called to order at 4:59 p.m. by Chair Michael Horlick.
2. Minutes for the meetings of May 2, 2023, were approved on a voice vote.
3. **Review Campaign Finance Reports (outstanding)**
The commission noted there were no outstanding reports.
4. **Review Campaign Finance Reports (third reports)**
The commission reviewed the third campaign finance reports for the 2023 Municipal Elections. Deputy Clerk Groenendyk noted that reports were received by the 1 p.m. deadline from all of the candidates.
 - Candidate Croslin (Mayor): The report was accepted.
 - Candidate Waszczak (Ward 1): The report was accepted.
 - Candidate Schaible (Ward 2): The return of contributions on Schedule E should be reflected on line four of the cover sheet.
 - Candidate Houck (Ward 3): The commission noted that the closure of the loan on Schedule C should be noted clearly and reflected similarly on the cover sheet.
 - Candidate Redmond (Ward 3): The report was accepted.
 - Candidate Lee (Ward 4): The report was accepted.
 - Candidate Solomon (Ward 5): The report was accepted.

Follow up emails were drafted for sending to Candidates Schaible and Houck asking for their reports to be amended.

5. 2023 After Action Review

Clerk Reams asked for feedback on how the election process went and possible changes that are needed. It was noted during the third report review that language around loans on Schedule C needs a slight revision from "Original Loan Amount" in column E to "Outstanding Loan Balance". In discussion, the commission felt there was less confusion this cycle in part due to the number of experienced candidates/incumbents who were running, improvements to the revised forms, and the instructional video Deputy Clerk Groenendyk put together.

Deputy Clerk Groenendyk asked if the commission would prefer additional time to review reports before meeting to approve them. (Currently review happens on the due date.) Chair Horlick noted that it could be helpful to have extra time to review campaign finance disclosures ahead of the meeting. Commissioner Ross noted that it was important to make sure time was allowed for second reports to be amended prior to election day, which might limit how much delay could be inserted between the deadline and the review.

6. New Business

It was suggested by Chair Horlick that reminders of the annual reporting obligations be sent to individuals with open campaign finance accounts around August 21, 2023, which is two weeks ahead of the September 5, 2023, deadline.

7. Adjournment

Absent an unanticipated need, the next Ethics Commission meeting will be held at 5 pm on September 12, 2023, to discuss the annual campaign finance reports.

There being no further business, Chairman Horlick adjourned the meeting at 5:38 p.m. on a voice vote.