



CITY OF WESTFIELD, IN
Meeting Agenda

BOARD OR COMMISSION: Meeting

MEETING DATE: Wednesday, February 11, 2026 at 5:00 PM

MEETING PLACE: Westfield City Hall Assembly Room

THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF

Commission Members

Gina Terril Mayor Appointed, Term: 1/1/2024–12/31/2028

Jake Plummer, Mayor Appointed, Term: 1/1/2014–12/31/2026

Melody Jones, Mayor Appointed, Term: 1/1/2024–12/31/2026

Stephanie Miller, Mayor Appointed, Term: 1/1/2024–12/31/2026

CALL TO ORDER

NOTICE PRESENCE OF A QUORUM

CHANGES TO AGENDA

APPROVAL OF MINUTES

OLD BUSINESS

NEW BUSINESS

1. Action Item — Election of Officers
2. Action Item — Adoption of 2026 Meeting Dates
3. Action Item — Adoption of Electronic Meeting Policy Resolution

OTHER BUSINESS

NEXT REGULAR MEETING

March 11, 2026

ADJOURNMENT

RESOLUTION 26-105

A RESOLUTION OF THE WESTFIELD HISTORIC PRESERVATION COMMITTEE ADOPTING A WRITTEN POLICY ESTABLISHING THE PROCEDURES THAT APPLY TO A MEMBER'S PARTICIPATION IN A MEETING BY ELECTRONIC MEANS OF COMMUNICATION

WHEREAS, the City of Westfield, Indiana ("City") is a duly formed municipal corporation;

WHEREAS, the Westfield Historic Preservation Commission ("Commission") was established pursuant to Ordinance 22-09 and Ind. Code § 36-7-11 *et seq.*;

WHEREAS, Ind. Code § 5-14-1.5-3.5 allows Commission members to participate in Commission meetings by electronic means of communication in specific circumstances and pursuant to specific procedures, and requires the Commission to adopt a written policy establishing the procedures that apply to a Commission member's participation in a meeting by an electronic means of communication; and

WHEREAS, the Commission desires to comply with the statutory requirements and adopt the required written policy.

NOW, THEREFORE, BE IT RESOLVED by the Westfield Historic Preservation Commission that:

Section 1. The foregoing recitals are fully incorporated herein by reference.

Section 2. The provisions of Ind. Code § 5-14-1.5-3.5 apply to this Resolution.

Section 3. This Resolution shall be known as the "Electronic Meetings Policy", and it shall apply to all meetings of the Westfield Historic Preservation Commission.

Section 4. (a) Subject to subsections (b) through (i) below, a Commission member may participate in a meeting by any electronic means of communication that (i) allows all participating members of the Commission to simultaneously communicate with each other, and (ii) other than a meeting that is an executive session, allows the public to simultaneously attend and observe the meeting.

(b) A Commission member who participates in a meeting by an electronic means of communication (i) shall be considered present for the purposes of establishing

a quorum, and (ii) may participate in any final action taken at the meeting only if the Commission member can be seen and heard.

(c) A technological failure, as defined in Ind. Code § 5-14-1.5-3.5(c), does not prevent the Commission from conducting a meeting or affect the validity of actions taken if the sum of the Commission members physically present at the meeting and the Commission members participating by electronic communication without technological failure satisfy the quorum and (if final action is taken) the voting requirements of the Commission.

(d) The memoranda prepared under Ind. Code § 5-14-1.5-4 must include the information required by Ind. Code § 5-14-1.5-3.5(e).

(e) All votes taken during a Commission meeting conducted under the Electronic Meeting Policy must be taken by roll call vote.

(f) At least 50% of the Commission members must be physically present at each meeting.

(g) A Commission member may not attend more than 50% of the Commission meetings in a calendar year by means of electronic communication, unless such participation is due to (i) military service, (ii) illness or other medical condition, (iii) death of a relative, or (iv) an emergency involving actual or threatened injury to persons or property.

(h) A Commission member may not participate in a Commission meeting by electronic communication if the Commission is attempting to take final action to (i) adopt a budget, (ii) make a reduction in personnel, (iii) initiate a referendum, (iv) establish or increase a fee, (v) establish or increase a penalty, (vi) use eminent domain authority, or (vii) establish, raise or renew a tax.

(i) A Commission member may attend two consecutive meetings by electronic communication, and shall physically attend at least one meeting between each set of two meetings that he or she attends by electronic communication, unless the absence is due to (i) military service, (ii) illness or other medical condition, (iii) death of a relative, or (iv) an emergency involving actual or threatened injury to persons or property.

Section 5. If the Governor declares a disaster emergency and/or the executive of the City declares a local disaster emergency, the provisions of Ind. Code § 5-14-1.5-3.7 shall apply.

Section 6. Should any part of this Resolution be found in direct conflict with the terms of Ind. Code § 5-14-1.5-3.5, as may be updated or revised from time to time, the terms of Ind. Code § 5-14-1.5-3.5 shall prevail.

Section 7. This Resolution is effective upon passage.

ADOPTED and PASSED this ____ day of February 2026.

WESTFIELD HISTORIC PRESERVATION COMMISSION

Chair

Vice Chair

Treasurer

Member

ATTEST:

Secretary

