

## Agenda

- 1) Attendance (All commission members present + Pastor Justin Feight and Mayor Eisentrout)
- 2) Update on action items from previous meeting
  - a) ~~Reserve Community Building for weekly Thursday meetings~~—Mayor
  - b) ~~Submit advert for additional Commission Members~~—Kelly
  - c) Village email accounts for Commission members created - Mayor Eisentrout has contacted provider and will follow up via phone (11/26).
  - d) ~~Re-do minervaparkcharter.com website~~—Brian
  - e) Do we have to be sworn in? Kelly is investigating for next meeting.
- 3) Parking lot items
  - a) Communications
    - i. Requirements:
      - Post all meetings (full commission and committee) on Charter Website and on MP physical bulletin boards). Meetings scheduled 6-8 on Thursdays in community building.
      - Meeting minutes published to MP Charter Website. Minutes will be approved going forward at the beginning of each meeting.
      - Members advised to be cognizant of Ohio Sunshine Laws outside of meetings. Laws posted in Commission shared drive.
      - Is a quorum necessary?
      - Establishing rules for removing charter commission members?
    - ii. Expectations
      - Communications to Council: Once monthly, Rani to provide update at main Council meeting. Posted in Village Update? Subcommittees posting working drafts of sections for public comments?
        - Putting reports in Village Updated (remaining cognizant of printing costs for Village).
        - Citizens encouraged to submit constructive comments for a given period (30 days? One week?) after posting.
        - Inform citizens of meetings where especially contentious provisions are being discussed.
        - Live streaming of main committee meetings (members approved). Audio recording for all subcommittee meetings (members approved). Naming and describing committee meetings on website.
        - Village ordering additional recorder so that the committee will have a dedicated recording. Mayor Eisentrout will isolate committee meeting recordings on currently shared tech.
        - Brian will inform everyone when web access goes live.
        - Pastor Feight offered Church for Friday evening/Saturday meetings, if necessary.

- iii. Capabilities (ie. live stream/recorded meetings, etc.)
  - Website updated to be informational only, YouTube set up to feed directly to site.
  - Ohio Municipal League informational package linked on website.
- iv. Define communications plan
  - Meeting schedule already posted in Village Updates. Request to add a line directing citizens to Charter Website (pending space availability).
  - **Make a special effort to reach elderly citizens or citizens with mobility issues who may not have the ability/access to the internet?** Tabled for future discussion.

#### 4) New Discussion

##### a) Legal requirements

- i. Hard copy mailed to every registered voter in the Village X days prior to election day
  - Legal subcommittee reaching out to Board of Elections regarding timeline for submission of Charter document.
- ii. Items to be covered in Charter - the boring stuff
  - **If not required, should the Village charter include all sections?** Make a list of commonalities among other Village charters. **Committee member will review "Municipal Charters in Ohio," pg. 43 "Table B - Charter Provisions Summarized" outlines general provisions (and options) in charters throughout the state.**
- iii. Items to be covered in Charter - the not boring stuff
  - Construction of new village structures. Increasing bid limit (currently set at \$50K), to allow Village government more flexibility. Exploring Design/Build procedures to potentially save money on construction.
  - **If the Charter is ratified, do its provisions supersede Village ordinances?** The Charter does not deal in specifics (such as lowering tax rates), but rather sets the framework for specific actions (such as setting guidelines for the Council/Citizens setting tax rate).
  - **Form of Government** - Scope of services/authority for each governmental role. Accountability. **Pam Park-Curry will assemble high-level overview of various forms of government and what each entails. Pg. 27-29 in Ohio Municipal League document covers various forms of government. Pros and Cons of various forms of government.**
  - What Village information is publicly available, how often is it updated? Communication about Village statistics, financials, demographics, etc.? How granular?
  - Review of current zoning and streets ordinances.
  - Usage of general fund, creation of sub-funds, allocation of TIF money within the Village.
  - Corporate income tax. Regional Income tax. Tabled for discussion.

b) Identify Stakeholders

- i. Electorate
- ii. Council Members
- iii. Mayor
- iv. Village employees
- v. Who else?
  - Local Businesses
  - Westerville Schools
  - Surrounding Communities (Blendon Twp, Westerville, Columbus, Northland Community Council).

5) Open discussion/Q&A

- i. Previous meeting minutes to be published on Charter Website (approved by unanimous vote).

6) Closing

a) Next meeting date and time.

- i. Next meeting scheduled for 11/29/2018 (6-8pm). Future meetings will be from 6:30-8:30.

b) Review action items and owners

- i. Kelly review whether we need to be sworn in, and legal deadlines for Charter submission, citizen mailing.
- ii. Brian adding OML document on website and shared drive. Handling new recorder.
- iii. Commission members to read relevant passages in OML Charter document (pgs 27-29 and Pg 43 (Table B)).
- iv. Chairperson Conger will reach out to Councilperson Schrimpf regarding Charter costs to other municipalities.

c) Adjourn