

# **Record of Proceedings**

## **VILLAGE OF MINERVA PARK CHARTER COMMISSION**

**Minutes of the**

**November 29, 2018**

**Commission Meeting**

*Council Chairwoman Conger called the meeting to order at 6 p.m.*

**Roll:** Commission Chairwoman Conger, Commission Vice-Chair Parks, Commission Members Braskett, Busick, Estes, Harker, Lewis, Park-Curry, Townsend, and Wolf

**Guests:** Tony Benedetti (7:03pm)

**Minutes:**

- ❖ Commission Chairwoman Conger moved to accept the minutes of the November 18, 2018 Commission meeting; Commission Vice-Chair Parks seconded; passed.

**Action Item Updates:**

- ❖ Commission Vice-Chair Parks confirmed that the Charter Commission members must be officially sworn in. He will begin work on formulating oath language and process, and will enquire as to whether Mayor Eisentrout could attend the next Commission meeting (12/6/2018) to formally administer the oath. He will also determine if there are any other legal requirements for Charter Commission members or the Commission as a whole.
- ❖ The Commission decided unanimously that a quorum of eight members must be present in order to conduct business.
- ❖ Commission Vice-Chair Parks has researched and compiled a template ordinance that will allow for the Village Council to put the Charter up for a vote.
- ❖ Commission Member Wolf has posted Sunshine Laws and the Ohio Municipal League Charter Document on the Charter Commission shared drive. All Commission members were advised to familiarize themselves with both documents.
- ❖ Commission Member Wolf has set up framework for posting Charter Commission meeting recordings on website, but has not received the recordings from the Village Admin. He will continue to follow up.
- ❖ Commission Chair Conger reported that Mayor Eisentrout had posted new Committee meeting time of Thursday 6:30-8:30 p.m. on the public notice boards. She will continue to follow up with the Mayor regarding commission e-mail accounts and building access, as well as Councilwoman Schrimpf regarding previous research into Charter costs for other Ohio municipalities.
- ❖ Commission Vice-Chair Parks was asked to research timeline requirements and schedule for the filing of the Charter. He will reach out to various governmental agencies, and continue to follow up with the OCMA regarding budgetary and procedural questions.
  - 2019 General Election is 11/6 and so the Charter document must be filed no later than 8/7/19, and needs to be on calendar for first reading no later than the June meeting of the Village Council.
- ❖ A meeting is to be set up with the Chair of the Village Finance Committee and Village Fiscal Officer to enquire about budgetary minutiae and process spending question regarding Charter expenses such as mailing, copying, legal counsel, etc.

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### **Report on Possible Governmental Structures for Village**

- ❖ Members Park-Curry and Lewis presented the different structures of Government available to chartered municipalities: 1) Mayor-Council (Strong Mayor); 2) Mayor-Council (Weak Mayor); 3) Council-City Manager; 4) Commission; 5) Mayor-Council-Administrator, and; 6) Town Meeting. The Committee discussed the general pros and cons of each type, but decided more research was required before any specific deliberations could begin. The Commission resolved the following:
  - The "Commission" form of government was deemed too intricate for a small municipality like Minerva Park, which has neither the size nor population to support multiple wards and commissioners.
  - Similarly a "Town Meeting" form of government as it is viable only for municipalities with very small populations.
  - For future meetings, the Governmental Structure Subcommittee will investigate whether the Charter can stipulate whether a position (mayor, city admin, etc.) should be full-time. And how Council Members are assigned to Committees, what powers they possess within their roles, etc.?
  - Committee Member Braskett will compile a list of Ohio Chartered municipalities with a focus on characteristics such as: size, population, urban/rural, and which types of government they have.
  - A Research Subcommittee headed by Committee Member Park-Curry (and including Committee Members Estes and Busick) was created to personally interview current village employees to ascertain what procedural difficulties they faced while performing their duties.
  - The Research Subcommittee will draft and send an open-ended questionnaire to former Village Counselors to enquire as to any procedural and structural difficulties they encountered as an elected official.
  - Committee Member Busick raised the possibility was raised of having a large meeting, with the purpose of presenting information to the Villagers. The discussion was tabled for future meetings.
  - Committee Members Park-Curry and Lewis will look through existing Chartered municipalities to see benefits/cons, and investigate the possibility of interviewing administrators to gather more information on the practicalities of the various governmental structures. They will also investigate how duties and responsibilities break down for individual roles in various government types.

### **Old Items**

- ❖ The Committee discussed how to best communicate its research and actions to Village Residents, regardless of technology. It was decided that the Charter Website will be regularly updated, and each full Committee meeting will be live streamed or recorded for upload to Youtube. Commission meeting times will also be posted on the playground and outside the Community Building.

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- ❖ Committee Member Estes raised the possibility of going house-to-house to apprise Villagers of meeting times and of providing rides to elderly villagers or citizens with mobility issues.
- ❖ The Committee discussed the potential to add a "Citizen's Comments" section to future Committee meetings.
- ❖ The issue of Corporate Tax Rate was raised, but tabled for future discussion.

**Legal Subcommittee:**

- ❖ Commission Vice-Chair Parks spoke on behalf of Legal Sub-Committee--recommended using the current City Solicitor. Councilman Benedetti (in attendance) was asked about possibility of existing retainer covering Charter Commission, or must the Charter Commission go outside to retain legal counsel?
- ❖ Commission Vice-Chair Parks will contact current Minerva Park solicitor to determine whether or not existing retainer will cover Charter work, and whether or not someone else from his office could act as legal counsel for Commission.

Committee Chairwoman Conger moved to adjourn, Committee Member Wolf seconded; passed.

The meeting adjourned at 8:00 p.m.