

# **Record of Proceedings**

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

**Minutes of the**

**December 5, 2018**

**Commission Meeting**

*Council Chairwoman Conger called the meeting to order at 6:30 p.m.*

**Roll:** Commission Chairwoman Conger, Commission Vice-Chair Parks, Commission Members Beeba, Braskett, Busick, Estes, Harker, Lewis, Park-Curry, and Wolf. Commission Member Townsend arrived at 6:49pm

**Guests:** Tony Benedetti (6:44pm)

### **Minutes**

- ❖ Commission Chair Conger moved to accept the minutes of the November 29, 2018 Commission meeting; Commission member Wolf seconded; passed unanimously.

### **Action Item Updates**

- ❖ Chair Conger updated the Commission members on the project plan (still being finalized) and the village e-mail accounts (ready to be accessed).
- ❖ Commission member Wolf updated everyone on the instructions for accessing and setting up OneDrive accounts so that documents could be accessible to all members.
- ❖ Commission Vice-Chair Parks briefed the members on his contacting the Ohio Municipal League regarding individuals who can provide more information on the specifics of drafting a village charter. He has created a Charter timeline, as well as an oath of office for Commission members (taken from the Ohio Elections Board).
- ❖ Commission Chair Conger will contact Council President Schrimpf and Mayor Eisentrout regarding the possibility of a formal "oath of office" ceremony for the standing Commission members.
- ❖ Speaking for the Legal Subcommittee, Commission Vice-Chair Parks updated the members on retention of a solicitor--he reached out to the Minerva Park Village Solicitor, but has yet to receive a return call.

### **Report on Questionnaire for Village Employees and Officials**

- ❖ Commission member Estes is still working on the list of questions. She will coordinate with Commission members Busick and Braskett to create a full questionnaire and e-mail the list to the other Commission members to review before the 12/13/2018 meeting.
- ❖ Commission member Estes will reach out to village employees to set up interviews with members Park-Curry, Busick, and Brasket depending on availability.

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

- ❖ Member Park-Curry presented in-depth information on three central Ohio municipalities (Grandview Heights, Bexley, and Gahanna), and compiled a comparison of their respective charters, and how they dealt with the powers, term, responsibilities, and rights of Mayor. While Grandview Heights and Bexley had a weaker mayor, Gahanna's Charter stipulated that the office of mayor be a full-time position. Unlike Grandview Heights and Bexley, the Gahanna mayor also does not have to appeal to Council to ratify

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appointments and removals. Additionally, ordinances passed by Council will go to the mayor for ratification. In all cases, the mayor can participate in Council meetings but does not have a vote.

- ❖ Member Park-Curry raised the possibility of contacting a municipality that recently drafted and ratified a charter
- ❖ Member Estes brought up the potential value of researching chartered municipalities similar in size to Minerva Park (such as Yellow Springs).
- ❖ Commission Vice-Chair Parks raised concerns about determining specifics regarding Minerva Park's demographic data, and members Beeba and Wolf presented several sites that collect relevant population data. Member Lewis will collect the most recent Village census, demographic, and economic data, as well as information on the new houses being constructed by M/I Homes.
- ❖ Members Townsend and Busick raised the need to determine what type of government (and governmental roles) Minerva Park currently employs.
- ❖ Member Beeba pointed out generalities in Charters throughout Ohio, and member Harker brought up the possibility of beginning to draft a charter specifically including the functions that all charters must incorporate so as to have a working document.
- ❖ Member Walsh raised the issue of the number of Village Counselors, and the Commission discussed the possibility of having more or fewer, focusing on the need to have an odd number to break ties.
- ❖ Member Braskit provided charts comparing chartered villages, both demographics and types of government throughout Ohio. The vast majority of chartered villages have either a Mayor-Council (74%) or Council-Manager (16%) form of government. With less than 5% having Mayor-Council-Manager and Mayor-Admin forms. Most chartered municipalities are rural.
  - Member Wolf raised the question of prevalence of villages in rural/urban settings, as cities are known to absorb smaller municipalities and so villages may be less common in urban areas.
  - Vice-Chair Parks, and members Estes and Park-Curry discussed the possibility of narrowing down the field to Mayor-Council and Council-Manager based on Village characteristics. Specifically stating that MP is too small for a Mayor-Council-Admin. Member Park-Curry disagreed, citing the issue of succession. She will research the Mayor-Council-Admin structure to determine the cost/benefit.
  - Member Wolf will research current Village budget and 5-year forecast, as well as results from recent survey.
- ❖ Member Estes raised the possibility of the Charter addressing home businesses and contractors based within Village limits. Members Park-Curry, Walsh, and Beeba expanded this question to encompass taxation, specifically what sort of taxes Minerva park receives. Commission Vice-Chair Parks and member Busick responded that, while zoning isn't necessarily a purview of charters, the structure by which zoning laws can be drafted and applied is.

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- ❖ Commission Vice-Chair Parks will begin to draft those portions of the charter that are defined by law, as well as those that do not differ between municipalities.

### **Discussion of Citizen Outreach and Input**

- ❖ The commission members discussed the possibility of distributing flyers and of perhaps having members profiled in the Village Update. Member Townsend offered to field public phone questions regarding the charter.
- ❖ Member Park-Curry raised the possibility of villager input, specifically their ability to answer direct questions from Commission members, and how that might be dealt with procedurally.
  - The Commission Chair may invite individual attendees to comment on specific issues.
  - Member Busick added the caveat that all citizen comments *must* remain charter related.
  - The Commission members agreed to set aside time at the end of each Commission meeting for citizen comments and concerns, with the expectation that the each citizen's comments will be contained to a set timeframe (3 minutes), with the potential for back-and-forth to allow Commission members to address specific questions and concerns.

### **Open Discussion**

- ❖ Member Wolf suggested it would be useful if the Commission, as a whole, could go through the Ohio Municipal League charter structure piece-by-piece and discuss the various portions to determine which can be easily compiled and presented by sub-committees, and which will require discussion and input.

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

The meeting adjourned at 8:25 p.m.