

Record of Proceedings

VILLAGE OF MINERVA PARK CHARTER COMMISSION

Minutes of the

December 13th, 2018

Commission Meeting

Council Chairwoman Conger called the meeting to order at 6:34 p.m.

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

Attending: Eric Fisher (MP Village Planner)

Minutes:

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

Action Item Updates:

- ❖ Commission Chairwoman Conger reported she is still compiling a project plan including relevant dates, items, and deadlines.
- ❖ Commission Chairwoman Conger is in the process of setting up a formal swearing in ceremony at the next Council meeting.
- ❖ All attending Commission members have access to their e-mails excepting Members Walsh and Estes. Member Wolf will help them with regards to setting up their accounts.

Legal Subcommittee

- ❖ Commission Vice-Chair Parks has not received a call back from Frost, Brown & Todd (Gene Holland's Firm) regarding legal counsel. He will continue to reach out to see if a different solicitor from the firm might be retained. Also, he will contact Bricker & Eckler.
- ❖ Commission Vice-Chair Parks is still in the process of drafting questions regarding the various legalities of the Charter.
- ❖ Commission Vice-Chair Parks will review the OML "Municipal Charters in Ohio" Guide (Chapter 11, pg 47) to define required items such as name and boundary, and to begin to draft a basic charter framework, including items that are identical between all Ohio charters.
- ❖ Eric Fisher, Minerva Park Village Planner, answered the Commission's questions regarding the necessity of legal counsel and a general timeline for the process. He also answered Member Walsh's questions regarding the economic development portions of Obetz's Charter. He made himself available to the Commission members for further questions and assistance regarding the Charter drafting process.

Questionnaire for Current/Former Council Members and Village Employees.

- ❖ Members Estes and Busick have compiled a rough draft of the formal questionnaire for village employees. They are running into difficulties regarding question format (scale, open-ended, etc). Former council members will ask for a written response, current employees will be interviewed in person as time and availability permits.
- ❖ Members Park-Curry, Estes, Brasket, and Busick will post a living document on OneDrive for the Commission members to read over and add/change/modify.

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Current Minerva Park Demographics

- ❖ Member Lewis presented MP data from 7 different demographics aggregation sites, speaking to the variability of population and household totals. She raised the question as to the utility of continuing to research MP demographic data given the high standard deviation of information available from different sites.
 - She will reach out to Eric regarding operationalizing what demographics data will be relevant or useful.
 - Member Braskett mentioned wanting to know how many citizens are paying RITA taxes. Eric Fisher was asked, and responded that he and the finance director will be able to put together a rough aggregate of non-attributed tax data. He also spoke to the general projections for the new M/I development, mentioning a figure of \$800K.
 - Member Walsh raised the question of corporations within the Village, especially commercial properties in Village limits.
 - Committee Chair Conger was interested in delineating voting citizens versus total population (adults vs children).
- ❖ Member Lewis compiled a list of villages in Ohio, sorting by population and households with the intention of finding villages of comparable size so as to get a better idea of which are close to Minerva Park in size, and to provide guidance for the search for similar chartered municipalities for comparison.

High Level Overview of Minerva Park Governance

- ❖ Member Wolf presented a general overview of the Village's current governmental structure.
 - The Mayor is the Village's chief executive, with powers and role laid out in Minerva Park's codified ordinances. Most of the mayors' powers are fragmented throughout the Village ordinances. The mayor cannot introduce legislation.
 - The Village Council is the legislative authority, most of its powers are set forth in the Ohio Revised code. The Council acts through ordinances and resolutions. It may grant or retract the Mayor's powers. With a charter, redefining the Mayor's (or the Council's) powers would require a public ballot. The Minerva Park Mayor has no veto powers. Council also controls appropriation of funds, and the power to authorize the mayor to engage in contracts.
 - Commission Vice-Chair Parks spoke to the organic nature of the Minerva Park ordinances, and the need to remain cognizant of how we separate and define the powers and roles of the Village's governmental organs. They are also valuable for comparison purposes, specifically when the Commission begins to draft the legislative section of the Charter.
 - Member Walsh enquired as the number of ordinances the Minerva Park currently has. She will look through the current framework, picking out potentially relevant portions and rewriting them in common sense language.
 - Member Estes asked about the earliest law on the books, Eric Fisher spoke briefly about the character of the ordinances, saying that there probably aren't any that

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were revised prior to 1984. Ordinances are codified yearly, and compiled during the first quarter of the year. He will acquire the contract for the company currently responsible for codifying ordinances.

- Committee assignments are currently divvied out by the Mayor, but this will change next year, so the Council members can nominate its own Committee chairs.
- A charter can change the bidding and appropriations process.
- Eric Fisher was asked if the charter can set different bid ceilings depending on the nature of the expenditure (health, safety, & human welfare, for instance).
- Meber Wolf defined the Village Clerk as the chief fiscal officer of the Village and clerk for the village council. Used to be an elected position, now it is appointed. The clerk is responsible for upkeep of the contracts, ordinances, resolutions, etc. The Mayor appoints with the advice and consent of Council.
- ❖ Member Wolf has researched the Minerva Park budget and 5-Year forecast and placed both on the OneDrive for Commission members to review.
- ❖ Member Estes raised the question of structuring Minerva Park public utilities. Villages that have public utilities must have either a board of trustees or a village administrator.

New Items for Discussion

- ❖ The Charter Commission website will be updated to include e-mail addresses, bios, and applicable roles for Commission members.
- ❖ There have been three applications for open Commission positions. Two (Edward Bell and Linda Allison) are currently under consideration, with the third having been received during the Commission meeting, to be reviewed at the next session.
- ❖ Member Wolf raised the possibility of adjourning into an executive session to discuss potential additional Commission members. The discussion was tabled until the applications have been reviewed (they are on OneDrive), and Chairwoman Conger and Vice-Chair Parks will follow-up regarding the ability to adjourn for executive session.

Old Business

- ❖ Member Braskett enquired as to when Chairwoman Conger will start updating Council.
 - Eric Fisher will communicate with the Mayor to create an agenda item for Commission updates.
- ❖ Members Estes and Wolf discussed the possibility of giving a public presentation for Minerva Park citizens enumerating the forms of government as we understand them. There would be time allotted to allow for citizen feedback at the end of the meeting, with the intention of keeping comments to three-minutes per citizen.
 - The presentation requires a timeline and a general framework for the meeting. Chairwoman Conger, Member Wolf, and Member Estes will head up the Presentation Subcommittee and present at the next Commission meeting.
- ❖ There will be no Commission meeting on 12/27, however the Commission will meet again 1/3/2019. Chairwoman Conger will follow up with Mayor Eisentrout to see that the January dates posted.

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Citizen Feedback

- ❖ Eric Fisher spoke, advising the Committee: 1) To get a moderator for the presentation meeting; 2) Acquire legal counsel as soon as possible, and; 3) That he is here to provide support and advice throughout the process.
- ❖ Member Beeba asked as whether the Legal Subcommittee should interview and decide on legal counsel and make a recommendation, or if the Commission itself should decide. The Commission decided that the legal subcommittee should make a recommendation.

Member Wolf moved to adjourn, Member Park-Curry seconded, vote to adjourn approved unanimously.

The Commission Meeting adjourned at 8:11 pm.