

Record of Proceedings

VILLAGE OF MINERVA PARK CHARTER COMMISSION

Minutes of the

December 20th, 2018

Commission Meeting

Council Chairwoman Conger called the meeting to order at 6:32 p.m.

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

Attending: Minerva Park Mayor Lynne Eisentrout

Minutes:

- ❖ The minutes for the 12/13/2018 meeting were not complete. Member Harker will finish both the previous and current session's minutes for approval at the next meeting.

Swearing In: Members Busick, Harker, and Townsend sworn in by Mayor Eisentrout, only Member Walsh remains.

Action Item Updates:

- ❖ Commission Chair Conger confirmed all e-mail issues resolved for present members, except for Members Busick, Townsend, and Estes who needs a new login for her account.
- ❖ Commission Chair Conger confirmed that the Commission can adjourn to executive sessions.

Legal Subcommittee:

- ❖ Commission Vice-Chair Parks followed up on legal counsel: Bricker & Eckler (sp) is willing to provide legal counsel, for a lower government rate. They are currently assisting Sunbury in drafting a charter, and preparing to help Plains City when/if they approve the creation of a charter. They will assist with timelines, deliverables, correspondence with counsel, technical data for individual charter provisions. Rebecca Princehorn is available come to the 1/3/2019 meeting to discuss counsel with the Commission. According to her, we should have a draft ready by June. If the Charter is not complete, not placed on the ballot, not approved, etc., the process halts and must be restarted with a new ballot initiative.
- ❖ Commission Vice-Chair Parks made a motion to meet with representation from Bricker & Eckler. Member Wolf seconded. Passed unanimously.
- ❖ Member Wolf moved to allow the mayor to prepare the Council to allow her to enter into a contract with such legal counsel as the Commission employs. Member Estes seconded, approved unanimously.
- ❖ Commission Vice-Chair Parks has begun drafting a Charter by organizing those aspects common to all Charters the Commission has surveyed. He has drafted a framework with section headers, but no language as that must be decided on by the Commission. He has also highlighted those sections that can be completed without selecting a specific government structure.

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Questionnaire for Current/Former Council Members and Village Employees

- ❖ Members Estes, Busick, Park-Curry, and Brasket have compiled a draft questionnaire.
 - Member Estes explained that the subcommittee had come up with a format--each committee will be asked 1-3 long form questions about the responsibilities of the Council, how the work breaks down, the processes for addressing Village concerns within their subfield, and whether the current governmental tools are effective. If yes, why? If no, why not? The mayor, current Council Members, the heads of the various departments (fire, police, etc).
 - The survey will also be sent to all former Council Members currently residing in the Village, either online or in paper. If a web form is created it will be only for those individuals contacted. Member Wolf also raised the possibility of creating a web form for citizen comments and questions. The results will be anonymized.
 - Mayor Eisentrout asked if the Commission wanted the sub-Committee meetings to be publicly posted. The Commission decided that they would not currently be posted, but left the possibility open if certain subcommittees were deemed to be of particular import.

Technology Update:

- ❖ Member Wolf has updated the Charter site with minutes, bios, and e-mail addresses. He has also contacted the Village internet provider to acquire the key for non-guest web access in the Community building.

Commission Applications:

- ❖ Three resumes and letters of interest have been received. They will be discussed in executive sessions, the three candidates will be invited to the 1/3/19 meeting for interviews and questions.
- ❖ Member Park Curry moved that we adjourn to executive session to discuss the qualifications of the three candidates. Brian seconded, all approved.

The Commission went into executive session at 7:13. The Commission returned from executive session at: 7:37.

Subcommittee Review and Action Items for Next Meeting:

- ❖ Member Park-Curry will compile a brief on the Mayor-Council-Manager governmental structure.
- ❖ Commission members will review the framework that Kelly has put together and help decide what subcommittees will be needed.

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Subcommittee Review and Action Items for Next Meeting (continued)

- ❖ Commission Members will review the current statutory laws under which Minerva Park operates, and what, exactly, we want to change or redefine. Determine which of the old ordinances will remain in force, which will be replaced, and which will be replaced.
 - Member Busick asked for clarification as to what can be addressed by the Charter versus the Ordinances, and what changes can be made. The Commission
 - discussed the nature of the Charter and that it won't change the actual specific clauses, but rather how the ordinances are structured and applied.
 - Member Busick asked a question regarding what needs to be done upon leaving executive session. Public record? Documentation? Consensus? No public record needs to be created, but any consensus reached must be publicly discussed.
- ❖ Nina will continue to research the demographic data of Minerva Park.

Open Discussion/Q&A:

- ❖ Member Estes asked whether any of the Commission members had given any thought to Minerva park buying and selling its own electricity. Member Parks replied that the Charter could create the framework for drawing up a board of public affairs.
- ❖ Member Estes asked whether it would be better to use written interviews for city employees. The Commission discussed the issue and decided it would defer to written interviews except in the case an interviewee would feel more comfortable giving in-person responses.
- ❖ Member Estes discussed the possibility of creating some manner of roadmap explaining how the Village arrived at the point it required a charter. Specifically, what doesn't work in the current government. The questionnaire process will hopefully address this.
- ❖ Member Townsend asked about the timeline for involving the public in the Commission, specifically at what point it would be helpful to have a public meeting. The general consensus was that a public meeting could be postponed until the Commission actually has information to present.

Commission Chair Conger moved to adjourn at 8:00, Member Wolf seconded, unanimously approved.