

Record of Proceedings

VILLAGE OF MINERVA PARK CHARTER COMMISSION

Minutes of the

January 24th, 2019

Commission Meeting

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

Roll: Commission Chairwoman Conger, Vice Chair Parks, and Members Beeba, Estes, Wolf, Harker, Park-Curry, Silverman-Star, Allison, Bell, and Lewis. Member Townsend arrived at 6:49. Member Busick arrived at 6:50.

Attending: Jennifer Paukin and Village Councilman Matthew Star. Eric Fisher arrived at 6:43.

Organizational Chart:

- ❖ Member Park-Curry distributed a 2017 Minerva Park Village organizational chart.

Minutes:

- ❖ Member Wolf moved to approve the meeting minutes for 1/10/2019, Member Park-Curry seconded, all in favor.

Old Business:

- ❖ Vice-Chair Parks passed out binders from Bricker & Eckler (B&E), explaining that the documents distributed at the last meeting by Ms. Princehorn and Mr. Rutter were not included, but could be placed in Section III.
- ❖ Bricker & Eckler also provided a PowerPoint presentation on various forms of government, which was placed on the Charter Commission OneDrive for review.
- ❖ B&E also provided draft of Rules and Procedures for Commission Meetings. The Commission was advised to review the document for discussion (and adoption) at the 1/31/19 meeting. Also, an Organizational Chart was provided, based on discussion between Mayor Eisentrout and Paul Rutter. It will be uploaded to the OneDrive for review by the next meeting.
- ❖ Commission Chair Conger spoke with Pastor Feight regarding the use of the Church for the public informational meeting on the various forms of government. He stated a preference for Saturdays as opposed to Sundays.
- ❖ Member Estes raised the necessity to have a format for the MP citizens to raise questions during the meeting--asking whether it will be paper & pencil or whether citizens will be given time to raise questions? Member Wolf stated his preference for providing microphones for citizens' questions. He will also reach out to find a facilitator.
- ❖ Member Parks inquired as to the purpose of the meeting. Chairwoman Conger replied that the goal is to provide information on the various forms of government as well as gather feedback and answer pertinent questions.
- ❖ Member Lewis stated the need to have a flier delivered to citizens with the meeting time and place. Member Sarai-Silverman said that she would happily design a flier once the time is finalized, and Member Estes stated she would volunteer the paper. Eric Fisher said that if the paper was provided and if Commission members would volunteer to cut and collate, the fliers could be printed at the Village Building.

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Old Business (continued):

- ❖ Chairwoman Conger raised the possibility of pushing the informational meeting to 2/9/19, to provide adequate time to create and distribute fliers to MP Citizens. There were no objections.
- ❖ Chairwoman Conger and Member Estes agreed to meet on 1/30/2019 to create an informational PowerPoint for the public meeting. Since B&E provided an example from Sunbury, creating one for MP following the same framework should be relatively simple.
- ❖ Member Park-Curry volunteered to help print, collate, and distribute the fliers to the other Commission members to pass out. The information will be given to Member Silverman-Star, who will design the flier.
- ❖ Commission Chair Conger gave an update on Member Walsh's compilation of various MP governmental ordinances for Members to review. Member Walsh is still in the process of finishing up the document, but it should be available for review at a future meeting.
- ❖ Member Estes and Member Wolf have (almost) finalized the questionnaire for current/former MP Councilors and Village employees. After one final review, Member Estes will inform the Village Council at the Monday meeting that the questionnaires are ready. There will be both electronic and paper copies available.
- ❖ Member Park-Curry moved to approve the questions for distribution, Member Wolf seconded, all in favor.
- ❖ Member Park-Curry inquired as to how we would be communicating these questions to past Council Members. Member Estes said she would compile a list of e-mail contacts of former members. Eric Fisher said he could provide a list of former council members who still reside in the Village.
- ❖ Chairwoman Conger raised the issue of the February 14th meeting (Valentine's Day). From a show of hands it was decided that enough Commission members would be present to form a quorum. The meeting on 2/14 will be used to collate citizen questions and the 2/21/19 meeting will be a soft deadline for a final decision on form of government.
- ❖ Member Estes raised the issue of requiring total consensus for a final decision. Member Park-Curry, Member Wolf, and Chairwoman Conger responded that the Commission would seek as much agreement as possible between members, but that many concerns could be addressed in the Charter specifics rather than by overall form of government.
- ❖ Member Busick inquired as to whether the Commission should put a deadline on return of the questions? Chairwoman Conger and Member Silverman-Star discussed setting a deadline of 2/11. There was no opposition to this deadline.
- ❖ Member Parks asked if perhaps the Commission should plan for a longer meeting on 2/21, to provide enough time to thoroughly discuss the forms of government. It was decided that the Commission members will plan to stay later.
- ❖ Chairwoman Conger stated she would like to set the expectation that the 2/21 meeting would not be open to public comments, as citizens will have ample opportunity for input prior to the meeting. Member Wolf stated his concern that by preempting public comment at the 2/21 meeting we would be actually encouraging it.

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Old Business (continued):

- ❖ Member Estes stated her concern that it might be useful to have legal counsel present during the meeting. It was agreed that B&E should be present during the second hour.
- ❖ Member Estes asked Chairwoman Conger if she would discuss with legal counsel and Mayor Eisentrout the ramifications of having someone removed from the 2/21 meeting, so as to preempt any question of legalities or ethics.
- ❖ Member Park-Curry, Estes, and Beeba discussed the necessity of making MP citizens aware that different forms of government can be functionally the same depending on the specific provisions of the Charter.
- ❖ Member Townsend asked who might be responsible for coordinating volunteers for pamphlet distribution? Chairwoman Conger and Member Wolf replied that the Commission members themselves would be passing out the fliers.
- ❖ Member Park-Curry raised the need for a list of deadlines. B&E provided a list of deadlines, Chairwoman Conger and Member Park-Curry will meet regarding the timeline and apprise the Commission at a future meeting.
- ❖ Vice-Chair Parks asked if it might be a good time to discuss the formation of sub-committees to address the various sections of the Charter that are not directly dependent on form of government.
- ❖ The Commission examined the Charter Provision List provided by B&E.
 - The definitions and boundaries section remains unchanged from the city ordinances, and so will not require a sub-committee.
 - Village Powers is relatively similar among various Ohio municipal charters, and should not need a specific sub-committee.
 - Administrative Departments/Personnel Systems/Boards & Commissions: The Charter can determine the shape and quantity of MP departments, and might require a subcommittee to gather information prior to the final decision on form of government.
 - **Finance, Tax, & Debt** will require a subcommittee.
 - **Elections, Initiative, Referendum, & Recall** should also require a dedicated subcommittee to ensure sufficient checks & balances exist in MP village gov't.
 - **General and Transitional Provisions** will also require a subcommittee as they address various legal definitions and organization of Village ordinances and resolutions.
- ❖ Member Lewis asked where Planning, Zoning, and Public Records would be located? If they fall under administrative departments then this would be a good time to examine their place in the MP Village government.
- ❖ Eric Fisher explained that, in most municipalities, Planning & Zoning are responsible for making recommendations to the Mayor and Council. He recommended that MP set up a Board of Zoning Appeals that is separate from the Counsel and Mayor, as it can address issues of bias and insulate the Village from potential difficulties.
- ❖ Member Lewis spoke in favor of having an independent body responsible for handling zoning appeals.

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Old Business (continued):

- ❖ Vice-Chair Parks raised the possibility of having a dedicated **Planning & Zoning** subcommittee. Member Estes added that it would also be valuable to have a **Safety** subcommittee who are responsible for dealing with Police, Fire, and EMS services. Vice-Chair Parks replied that we cannot specifically address budgetary issues.
- ❖ Chairwoman Conger asked Member Estes what she hoped a Safety subcommittee would accomplish? Member Estes replied that she had been told that if MP did not provide its own Police, Fire, and EMS services, the City of Columbus would charge the Village for those services.
- ❖ Member Beeba raised the question of the responsibility of subcommittees--they will investigate, compile, discuss, and report back to the Commission on their specific area. Vice-Chair Parks added that he would also like them to draft their specific section for review and comment.
- ❖ Member Busick asked whether the Charter would dictate what subcommittees the Village Council could form? Vice-Chair Parks responded that, while it could dictate subcommittees, it might not be a good idea to restrict the Village Council in such a way as it would limit MP's ability to respond to changing circumstances and citizens requirements.
- ❖ Member Wolf displayed both the MP Village organizational chart and the questionnaire on the Charter website. A return date of 2/11/19 was added to the questionnaire.
- ❖ Member Busick raised the issue of Council commission autonomy, how the various committees should be structured, and what powers they might possess. After some discussion it was agreed that, while this will be relevant, it is best addressed later in the Charter process. Chairwoman Conger added this to the list of future items for discussion.
- ❖ Chairwoman Conger raised the issue of speaking with other nearby municipalities with active Charters, to get information concerning how they function and what potential pitfalls might arise in the process, what things we should address that we are not addressing?
- ❖ Eric Fisher said that it would be valuable to seek out municipalities that have recently drafted charters.
- ❖ Member Lewis raised the possibility of asking Mr. Rod Davidson to speak at the 2/14 meeting? Eric Fisher will follow up with him regarding availability.
- ❖ Member Silverman-Star said that she could meet with Rod Davidson should he not be able to attend any of our available meetings.
- ❖ Member Park-Curry will create a list of municipalities that have recently drafted charters and what contacts might be available for questions.

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Public Comments and Closing Items:

- ❖ Chairwoman Conger asked the citizens attending the meeting if they had any specific comments.
 - Jennifer Pauken said that there was already a list of municipalities already on the Charter website, and asked if there was a character limit on the web questionnaire. Member Wolf responded that there was no character limit. Mrs. Pauken mentioned that she had brought an OML Handbook from the New Council Workshop, which contains a lot of information that should be pertinent to the Charter process.
 - Councilman Star thanked the Commission for its work, and added that the mission of the Charter should be to address structure and process, letting the Council itself deal with the minutiae of governance.
- ❖ Member Wolf said that he will not be in attendance here next week. Member Bell volunteered to set up the audio-visual equipment.
- ❖ Member Silverman-Star mentioned that she couldn't access the Charter site from Minervapark.org. Member Wolf replied that the Commission has no control over the Village website, but Councilman Star said he would bring it up at the next Council Meeting.
- ❖ Vice-Chair Parks explained that he had put Member Braskett in touch with B&E, and he (Member Braskett) will be keeping track of finances going forward.

Chairwoman Conger moved that the meeting adjourn, Member Estes seconded, all in favor.

The commission meeting adjourned at 8:24pm.