

Record of Proceedings

VILLAGE OF MINERVA PARK CHARTER COMMISSION

Minutes of the

April 14th, 2019

Drafting Sub-Committee Meeting

Chairwoman Conger called the meeting to order at 9:14 am.

Roll: Chairwoman Conger, Members Townsend, Wolf, Bell, Park-Curry, Allison, Lewis, Harker, Estes. Member Silverman-Starr arrived at 9:53am.

Attending: Nailyan Conger.

Minutes:

- ❖ Member Wolf moved to approve the 3/28/19 minutes, Member Bell seconded. All in favor.
- ❖ Member Park-Curry moved to approve the 4/4/19 minutes, Member Wolf seconded. All in favor.
- ❖ Member Park-Curry moved to approve the 4/11/19 minutes, Member Townsend seconded. All in favor.

Old Business:

- ❖ Chairwoman Conger reiterated there would be no sub-committee on Easter Sunday. Going forward, Chairwoman Conger would send meeting invites based on the group calendar so that every Member would be aware.
- ❖ Member Park-Curry asked what the hard deadline is for having the Charter before Council. Chairwoman Conger consulted the Commission Pack and found that the latest the Charter can be completed is: **June 20th**.
- ❖ Member Allison asked if the Council could not approve the Charter. Member Estes replied they could not. Member Wolf added that they would be in breach of the State Constitution if they attempted to stall the process.
- ❖ Member Park-Curry brought the list of resolutions that could be passed and take effective immediately, offering to go over the past Council minutes and see what resolutions were emergencies, time-sensitive, etc. She would also look at the historical difference between things that were passed as Ordinances versus Resolutions.
- ❖ Member Townsend and Chairwoman Conger raised concerns about the Charter language dealing with Mayor and Council giving orders or managing subordinates of the Village Administrator. The Commission researched the definition of malfeasance, but resolved to question legal Counsel with regards to the potential legal ramifications.
- ❖ Chairwoman Conger asked if any of the Commission members would volunteer to deliver updates to Council. Member Park-Curry volunteered.
- ❖ Chairwoman Conger asked if the Commission if it would be comfortable asking Counsel for all the remaining memos.
- ❖ Member Wolf suggested the Commission discuss what transitional provisions would look like. Member Estes enquired as to if there were any transition plans.
- ❖ Member Lewis said that it would be useful to create a calendar so that the Commission could visualize the transition. She argued any changes should be gradual, so that Village Citizens could fully embrace the transition. She suggested a two-year calendar.

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Old Business:

- ❖ Chairwoman Conger added that the transition must take into account that the Village Administrator will not be hired, yet, and so should not be required to do anything at the outset.
- ❖ Member Bell asked who would be responsible for ensuring that Council follows the appropriate benchmarks and dates.
- ❖ Member Estes articulated the major issues: Mayoral Responsibilities, the new Administrator, and the addition of a Council member. Member Park-Curry added that it will also need to take into account any new Commissions that are formed. She added that she would like the Council to appoint a new Member as quickly as possible, even shortly after the Charter takes effect.
- ❖ Member Estes asked if the Village government would continue to function as is until an Administrator is hired, or if the Commission would require an interim administrator until such time as one is hired.
- ❖ Member Silverman-Starr suggested that the Mayor, as overseer of the Administrator would stand in.
- ❖ Member Wolf asked if it would be helpful to make the term of the Mayor elected in 2019 would be truncated to two, or even one, year so that the elected Mayor would function under the old system, but the new mayor (elected after the truncated term) would function under the new Charter responsibilities.
- ❖ Member Estes asked if it would be useful to appoint a "transition specialist" to assist in managing the transition--basically a project manager.
- ❖ Member Silverman-Starr expressed her concerns that a truncated term would not bring many applicants for the position of mayor. Member Park-Curry disagreed, saying that two years would allow for someone to continue to act as mayor while simultaneously weighing the possibility of working under the new Charter (or searching for another job).
- ❖ Chairwoman Conger asked what issues might cause citizens not to vote for the Charter. Member Estes raised her hand and replied that money would be a primary concern.
- ❖ Member Park-Curry said that a two-year transition would be helpful in allowing Citizens to adjust, however it would also not make the changes to address Citizens' concerns.
- ❖ Member Harker added that it would be useful to phrase any increase in costs in terms of percentage increase to the total budget rather than actual dollar amounts.
- ❖ Member Allison said that she thought many of the Villager citizens were not even aware of the Charter process.
- ❖ Member Harker said that the Commission members will have to go door-to-door to answer any questions Citizens may have.
- ❖ Member Lewis and Estes suggested that block parties would be a good way of spreading the word.
- ❖ Member Bell said that another issue would be explaining when/how the Charter can be changed if it doesn't work, adding that a two-year transition plan wouldn't be effective if the Charter review process was *also* two years.
- ❖ Member Townsend suggested that it would be useful to get media coverage.

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Old Business:

- ❖ Member Estes said that a good argument would cutting benefits for the Mayor would be a good selling point, as it would also cut costs.
- ❖ Member Harker suggested asking a Village Administrator to speak to what process improvements and cost-savings they were able to bring to their municipality.
- ❖ Member Estes asked if it would be useful to have a Village Administrator speak at a public informational session. Chairwoman Conger disagreed explaining that she wanted Minerva Park citizens to talk to Minerva Park Citizens, and that added outside speakers might muddy the waters.
- ❖ Member Harker explained that tax increases (if any) must be addressed as it was a primary concern for some citizens at the public informational session.
- ❖ Member Lewis added that she thought it would be very useful to make a list of other Ohio municipalities who use a Mayor-Council-Administrator form of government--to show how *common* it is. Chairwoman Conger added it would be helpful to articulate the differences in duties and responsibilities between Mayor and Administrator.
- ❖ Member Estes explained that the Charter Commission already had a registered PAC, headed by Jennifer Pauken. And that it could collect money for signs, fliers, outreach, etc.

April 27th Public Information Session:

- ❖ Member Silverman-Starr shared two example fliers for the informational session.
- ❖ Members Townsend and Bell suggested that the Charter website be added.
- ❖ Member Park-Curry suggested some rewording to remove extraneous words.
- ❖ Chairwoman Conger asked if it might be helpful to print out a full-page version to be posted publicly.
- ❖ The flier was formalized. Member Silverman-Starr would send the finished flier to Member Park-Curry for printing so it could be made available for distribution prior to the 4/27/19 meeting.

New Business:

- ❖ Member Wolf related that he was having difficulty posting the full text of the approved Charter sections online. Member Estes explained that she could assist.
- ❖ Member Lewis asked about the PAC. Member Wolf explained that the PAC was not a part of the Commission, and should be kept separate--Commission Members could write checks, but should not actively participate in the PAC activities.
- ❖ Member Harker moved to adjourn, Member Wolf seconded. All in favor.

Chairwoman Conger ended the Sub-Committee meeting at 10:47am.