

Record of Proceedings

VILLAGE OF MINERVA PARK CHARTER COMMISSION

Minutes of the

April 18th, 2019

Commission Meeting

Vice-Chair Parks called the meeting to order at 6:36 pm.

Roll: Chairwoman Conger, Vice-Chair Parks, Members Silverman-Star, Townsend, Wolf, Beeba, Park-Curry, Allison, Lewis, Harker, Walsh, Estes, and. Member Busick arrived at 6:38pm.

Guests: Council President Schrimpf arrived at 6:53pm.

Minutes:

- ❖ Vice-Chair Parks moved to approve the 4/14/19 Drafting Sub-Committee meeting.

Old Business:

- ❖ Chairwoman Conger informed the Commission that the fliers for the 4/27 meeting were ready to distribute.
- ❖ The PowerPoint for the meeting is still being put together, but will be ready to review by the 4/25/19 meeting.

Charter Review:

- ❖ Vice-Chair Parks asked the Commission if it would be better to push forward into Article IX, or try to finish the unresolved portions of the previous Articles. Member Lewis said that it would be best to finish unresolved portions as it would allow for more information to be made available to the public both online and at the 4/27 meeting.
- ❖ Vice-Chair Parks reviewed Articles I-III, all of which were complete.
- ❖ Member Park-Curry enquired as to whether a "Public Hearing" was a term of art, Vice-Chair Parks replied that he had spoken with Counsel and it is not. So options were to either define the term or leave it up to the Council rules.
- ❖ Member Busick asked if there were notice requirements for public hearings. Member Wolf replied that it was up to the Charter to define.
- ❖ Vice-Chair Parks moved to approve Section 4.11, Member Wolf seconded. All in favor.
- ❖ Vice-Chair Parks reviewed section 4.12, explaining that he had spoken with Eric Fisher concerning the technical details, and that he felt it best to not legislate something better left to current practice and Council rules.
- ❖ Vice-Chair Parks moved to approve Section 4.12, Member Estes seconded. All in favor.
- ❖ Vice-Chair Parks reviewed section 4.13, asking if the Charter should stipulate that codified ordinances should be made available online. The Commission generally agreed that they should.
- ❖ Member Wolf asked if it would be useful to stipulate a cadence for when codified ordinances should be posted online. Members Townsend and Park-Curry agreed. Member Walsh asked if codification was separate from posted public notice, it was. The Commission agreed that an annual cadence for codification of newly passed ordinances.

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Charter Review:

- ❖ Member Walsh suggested that the provision deal with the contract for codification rather than the actual codification. Member Wolf replied that would not be practicable.
- ❖ Vice-Chair Parks moved to approve Section 4.13, Member Busick seconded. All in favor.
- ❖ Member Silverman-Starr raised concerns about 6.04 B, which she though conflicted with 6.04A which prevents the Mayor or Council from directly managing subordinates of the Village Administrator.
- ❖ Vice-Chair Parks reworted the 6.04B to add an exemption for
- ❖ Member Harker Moved to Approve Article 6.04, Member Busick seconded. 11 in favor, Member Silverman-Starr against, Member Walsh abstaining.
- ❖ Member Townsend enquired as to the process for the Mayor forfeiting office through malfeasance. Vice-Chair Parks explained the procedure and Council vote requirements.
- ❖ Vice-Chair Parks reviewed section 6.01, concerning the term of contract for the Administrator. Member Walsh asked what would happen should there not be a majority vote or the Mayor refuses to renew. Vice-Chair Parks replied that the vote would fail and the contract not be renewed.
- ❖ Member Harker Moved to Approve Article 6.01, Member Busick seconded. All in favor.
- ❖ Vice-Chair Parks moved to approve the language for all of Article 6, Member Estes seconded. 12 in favor, Member Beeba abstaining.

Article 7.01 (Administrative Departments)

- ❖ Vice-Chair Parks reviewed the departments stipulated in the Charter language.
- ❖ Member Park-Curry asked if it would be better to have an Engineering department with an Engineer on retainer, or to contract for services as necessary. Member Estes and Wolf agreed that it would be a waste of money to contract.
- ❖ Member Busick asked if that was any different than a legal department.
- ❖ Member Park-Curry explained that the Village has a perennial problem with keeping updated maps of sanitary and storm sewers, and that a dept of engineering would serve to ameliorate that issue.
- ❖ Vice-Chair Parks argued that having a Department of Law provided for constant oversight and a list of required tasks, as well as providing constant legal counsel for the Village and other departments.
- ❖ Chairwoman Conger agreed, highlighting the need for legal counsel for the Village.
- ❖ Member Estes also agreed, arguing that several past Council members would have avoided seeking legal counsel or an engineer unless specifically forced to by the Charter language. The Charter should stipulate that the Village engage in a contract for both legal and engineering services.

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Article 7.03 (Appointment of Directors)

- ❖ Member Estes argued that services should be contracted for, rather have individual appointments stipulated by the Charter.
- ❖ Member Wolf said that the Administrator should be responsible for authorizing other individuals to work with department heads. The head of the departments themselves must be authorized by Council, however, any additional created appointments would allow the Administrator to appoint heads.
- ❖ Vice-Chair Parks suggested that directors may be contracted from outside the Village.

Article 7.04 (Director of Law)

- ❖ Member Wolf asked about the current language which put the law director under the direction of Council. The Commission agreed that the law director should be under the direction of the Administration.
- ❖ Member Park-Curry asked if the intent was to allow Council to give duties to the law director.
- ❖ Member Walsh raised a concerns about the term "direction" which she thought implied that the Village Administrator would have too much input in the process, and might cause difficulty if the Administrator and Council are at odds.

Article 7.05 (Director of Finance)

- ❖ Member Busick asked if it was necessary to have language allowing the Council to direct the Director of Finance. For consistency, and to preserve the roles of the Administrator and Council--the Commission decided that it should not.

Article 7.06 (Director of Engineering)

- ❖ Member Busick suggested that the Director of Engineering be a certified professional engineer licensed to practice in the State of Ohio.
- ❖ Member Beeba and Chairwoman Conger directed the Commission's attention to the Pickerington Charter, which listed the duties and requirements for a Director of Engineering.
- ❖ Vice-Chair Parks asked about the language which allowed for the hiring of additional Engineering personnel. Member Park-Curry explained that a single engineer might not be able to handle every Village project, and that if services outside the capabilities of the Engineer the Village should be able to contract other firms.

Article 7.07 (Director of Safety)

- ❖ Member Estes volunteered to research the various language and personnel for a Safety Department.

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Article 7.08 (Administrative Code)

- ❖ Vice-Chair Parks asked if a Village the size of Minerva Park should be required to adopt an Administrative Code.
- ❖ Chairwoman Conger read the "Administrative Code" definition which would require the Village to adopt an organizational chart and administrative structure.
- ❖ Member Estes asked if it would be useful to make Administrator responsible for preparing the Code for Council review and approval.

Article 7.09 (Personnel Systems)

- ❖ Vice-Chair Conger reviewed the merit-based hiring system, explaining that Villages are not required to stipulate classified/unclassified service.
- ❖ With regards to elected and appointed offices, Chairwoman Conger explained the Commission's previous wording, that removed elected officials as they were not subject to the merit principal.

Article Seven Approvals:

- ❖ Vice Chair Parks Moved to Approve Article 7.01, Member Busick seconded. All in favor. Member Beeba absent.
- ❖ Vice-Chair Parks Moved to Approve Article 7.02, Member Wolf seconded. All in favor. Member Beeba absent.
- ❖ Vice-Chair Parks Moved to Approve Article 7.03, Member Wolf seconded. All in favor.
- ❖ Vice-Chair Parks Moved to Approve Article 7.04, Member Wolf seconded. All in favor.
- ❖ Vice-Chair Parks Moved to Approve Article 7.05, Member Townsend seconded. All in favor.
- ❖ Vice-Chair Parks Moved to Approve Article 7.07, Member Busick seconded. All in favor.
- ❖ Vice-Chair Parks Moved to Approve Article 7.08, Member Park-Curry seconded. All in favor.
- ❖ The Commission decided it required more time to consider Article 7.06 (Director of Safety) and Article 7.09 (Personnel Systems).

Public Informational Session and Calendar:

- ❖ Chairwoman Conger advised the Commission that there were fliers to be passed out for the informational session on 4/27/19.
- ❖ The next meeting will be held on 4/25/19, there will not be a drafting Subcommittee meeting this Sunday due to the Easter Holiday.
- ❖ Member Wolf showed the Commission the approved Charter Draft sections that were posted on the Commission website for public review.
- ❖ Member Wolf moved to adjourn, Member Estes seconded, all in favor.

Chairwoman Conger adjourned the meeting at 8:15pm.

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