



Village of Minerva Park
Council Meeting: January 14, 2019
AGENDA

Pledge of Allegiance

Roll Call

Invocation

Election of Council President

Appointment of Records Commission Citizen-at-Large

Green Cards Diane Schrimpf

Minutes

December 10, 2018

December 17, 2018

Code Enforcement Officer's Report

December 2018

Village Official Reports

EMS/Fire – Chief Rick Hoechstetter

Police – Chief Mat Delp

Engineer – Mike Flickinger

Fiscal Officer – Kim Pulley

Legal Counsel – Gene Hollins

Planning & Zoning – Councilman Tony Benedetti

Village Planning Director – Eric Fischer

MPCA – Councilman Tony Benedetti

Mayor's Report

Council Committee Reports

Community – Councilman Tony Benedetti

Finance – Councilwoman Lori Howard

Streets – Councilwoman Tiffany Hughes

Communications – Councilman Joe Curl

Safety – Councilman Matthew Star

Legislation – Councilwoman Diane Schrimpf

Legislation

Resolution 2018-26 Purchase of 2019 Police Vehicle

3rd Reading

Resolution 2018-27 Rules of Council

3rd Reading

Resolution 2018-28 Code of Conduct

3rd Reading

Resolution 2019-01 SC Final Confirmation

1st Reading, intent to waive 3 readings and pass as emergency

Resolution 2019-02 Charter Legal Counsel

1st Reading, intent to waive 3 readings and pass as emergency

New Business

Old Business

Citizens' Comments

Adjourn

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Council Meeting Minutes

December 10, 2018

Mayor Eisentrout called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilman Hughes, (One Open Seat).

Mayor Lynn Eisentrout	Police Chief Matt Delp	Code Enforcement Vacant
Village Planner Eric Fisher	Fiscal Officer Kim Pulley	Fire Chief Rick Hoechstetter (excused)
Legal Counsel – Gene Hollins	Engineer – Mike Flickinger (excused)	Planning & Zoning – Councilman Benedetti

Invocation Councilwoman Hughes

Green Cards Council President (pro tempore) Schrimpf

Meeting Minutes: 11/12/2018 and 11/19/2018

Mayor moved to approve minutes for 11/12/2018. Minutes approved by all present.

Mayor moved to approve minutes for 11/19/2018. Minutes approved by all present.

Mayor's Report & NCC

- Code Enforcement officer – present at the meeting for introductions. Starting third week.
 - o **Kelvin Ferguson**
- Someone removing a tree at Cardinal and Wildwood destroyed a sewer cap. Mayor arranged for repair – est. about \$300.

Village Official Reports

EMS/Fire – Chief Rick Hoechstetter

- Monthly report will be available no later than next week.

Legal Counsel – Gene Hollins

- Mentioned participation in Saturday work session.
Home Rule/Tax Collection hearing went well – verdict expected within two weeks.

Police – Chief Matt Delp

- Ponderosa brick Minerva Park sign repair – confirmed car owners' insurance will pay for rebuilding – next spring.
- Mayor noted that she and other residents saved what bricks they could especially those with carved letters – storing until next year.

Village Planner

- MI homes – phases 6&7 in the works

Planning and Zoning

- Green space – gave final information to the contracted landscape architect – who will now put together a work proposal for 2019 based on Village P&Z prioritized work.

Engineer – Mike Flickinger Village Planning Director

- Excused

Fiscal Officer – Kim Pulley

- Financial statement for November ready for review

MPCA- Councilman Tony Benedetti

- Carriage rides successful and children's Christmas party coming up
- Tree removed from Pool Storage area and Storage Building demolished and removed – ready for replacement 2019.

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Council Meeting Minutes

December 10, 2018

Council Committee Reports

Community – Councilman Tony Benedetti

- No updates

Safety – Interim Schrimpf

- Next meeting in January

Finance – Councilwoman Lori Howard

- Meeting scheduled for January 11th

Facilities – Council President Diane Schrimpf

- Title Search and marking of underground utilities in progress. Last steps to complete topographic survey.
- Next meeting in January – Gene will be guest speaker to help us finalize next steps.

Streets and Service– Councilwoman Tiffany Hughes

- Traffic Study to be completed next week
- OPWC approved the grant for \$500,000 at 0% interest for 5 years
- Sanitary Sewers – did a lot of cleanout on remaining piece – almost done

Legislation:

Resolution 2018-24

A RESOLUTION AUTHORIZING THE TRANSFER OF THE RESIDUAL BALANCE OF THE EMS VEHICLE ACQUISITION BOND FUND (third reading)

Schrimpf moved for passage of resolution 2018-24

Seconded by Benedetti

Aye: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilwoman Hughes

Nays: none

Resolution 2018-26

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT TO PURCHASE A 2019 POLICE VEHICLE (first reading)

Resolution 2018-27

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2019 (first reading)

Resolution 2018-28

A RESOLUTION ESTABLISHING RULES OF CONDUCT FOR VILLAGE COUNCIL OF MINERVA PARK, OHIO (first reading)

ORDINANCE 20-2018

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR ENDING DECEMBER 31, 2019 (third reading)

Moved for passage of Ordinance 20-2018.

Seconded by Benedetti

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Council Meeting Minutes

December 10, 2018

Aye: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilwoman Hughes

Nays: none

Abstentions: none

ORDINANCE 21-2018

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (third reading)

Moved for passage of Ordinance 21-2018.

Seconded by Benedetti

Aye: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilwoman Hughes

Nays: none

Abstentions: none

Ordinance 23-2018

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2018 (second reading)

Ordinance 24-2018

AN ORDINANCE TO DEDICATE A 0.071 ACRE PROTION OF VILLAGE PROPERTY TO PUBLIC USE AS A ROAD RIGHT OF WAY AND DECLARING AN EMERGENCY

Schrimpf moved to suspend rules and waive the three reading

Seconded by Benedetti

Aye: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilwoman Hughes

Nays: none

Abstentions: none

Schrimpf moved to for passage of Ordinance 24-2018 as an emergency – such emergency arising for the preservation of the public health, safety and welfare, from the immediate need to dedicate such acreage to finish testing of the public waterline; wherefore this ordinance shall take effect and be in force from and after its passage.

Seconded by Benedetti

Aye: Councilwoman Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Howard, Councilwoman Hughes

Nays: none

Abstentions: none

New Business:

Old Business:

Citizen's Comments:

Meeting adjourned 8:10 PM

Tasks Identified:

1. Schedule next Community Meeting

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Minutes of the

December 17, 2018

Council Meeting

Council President Schrimpf called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Councilwoman Howard, Council President Schrimpf, Councilman Benedetti, Councilman Curl, Councilwoman Hughes

Mayor: Lynn Eisentrout

Police Chief: Matt Delp

EMS/Fire Chief: Rick Hoechstetter

Village Planner: Eric Fischer

Invocation: Councilman Benedetti

Green Cards:

- ❖ Council President Schrimpf instructed those in the audience to fill out a green card if anyone wished to address Council.

Swearing in Charter Commission Members:

- ❖ The members of the Charter Commission were sworn in.

Presentation of Citizenship Awards:

- ❖ Riley Morrison, Kerrigan Morrison, and Colleen Morrison were each awarded a medal of good citizenship for their actions when they reported and guarded a found weapon. Chief Delp presented this on behalf of the Village of Minerva Park and Mayor Eisentrout.

Legislation:

Resolution 2018-26

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT TO PURCHASE A 2019 POLICE VEHICLE (2nd reading)

Resolution 2018-27

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2019 (2nd reading)

Resolution 2018-28

A RESOLUTION ESTABLISHING RULES OF CONDUCT FOR VILLAGE COUNCIL OF MINERVA PARK, OHIO (2nd reading)

Ordinance 23-2018

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2018

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

December 17, 2018

Council Meeting

(3rd reading)

Ayes: Howard, Schrimpf, Benedetti, Curl, Hughes

Nays: None

Abstentions: None

New Business:

- ❖ There is a vacancy on Council and Matthew Star has applied. He introduced himself, he said he has always been interested in politics and is a paralegal with experience writing legislation. Mr. Star answered interview questions from Council. He cited family moving to Minerva Park as one of the motivations for being interested in the open position as well as the timing in his life.

Council President Schrimpf moved to fill the Council vacancy with Matthew Star;
Councilman Benedetti seconded; passed.

Ayes: Hughes, Curl, Benedetti, Schrimpf, Howard

Nays: None

Abstentions: None

- ❖ Matthew Star was sworn in to Council.
- ❖ Council President Schrimpf asked Chief Delp if he had any comment about the fireworks or gunshots that were spoken about on Facebook. He did not.

Old Business:

- ❖ The streets committee meeting was last week and the write up of that was in the Village Update. Councilwoman Hughes expects real answers by the end of February.
- ❖ Mayor Eisentrout said having Matthew Star be on Safety Committee since Beth Bellomy was on Safety Committee it would be a smooth transition.
- ❖ Council President Schrimpf expressed interest in a new council handbook.
- ❖ Lori Howard asked about the orange cone by the old golf course entrance. She asked if it was part of M/I's. Mr. Fischer will follow up with M/I.

Citizens' Comments:

- ❖ Jen Pauken of 2531 Woodley Rd, asked about resolutions that were on the website yet that were having their second reading at this meeting. She also wanted to know the solicitor of the Village's take on the role of the Mayor as the administrator of the Village versus the Council as well as Village employee's employment raises.
- ❖ Jen Estes of 2531 Woodley Rd said that there was a lot of speeding in the Village and asked Chief Delp if that was accurate. She asked if the speeding contraption works. Chief Delp replied that it is working. Jen Estes said she sees speeders in the morning on Wildwood and in the afternoon on Woodley. Discussion ensued about speeders in the Village.
- ❖ Brian Wolf of 2871 Lakewood Dr said that the glass on the postings board is broken. He said it is sharp and a problem.

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

December 17, 2018

Council Meeting

- ❖ Council President Schrimpf asked whose idea it was to give the awards because it was a fabulous idea. Chief Delp replied that it was Officer Convery's idea.

Council President Schrimpf moved to adjourn; Councilman Benedetti seconded; passed.

The meeting adjourned at 7:39 p.m.

Mayor Lynn Eisentrout

Fiscal Officer Kim Pulley

12.17.18 bdp

VILLAGE OF MINERVA PARK

ZONING & CODE ENFORCEMENT REPORT – DECEMBER 2018

Currently, I am making minor changes to documents and organizing the new document in file in both the computer and the file cabinet. Learning new systems. The Clerk and myself is attempting to create a new Excel spreadsheet for the information given in the Code Enforcements Activity Report. I will attempt to give a brief report on this word document. Future reports will be given in a clearer and more precise document. Thank you.

- 1. The Mayor, The Village Planning Director and myself thought it best and agreed not to send out any letters to the village residents until after the holiday season.**
2. My first day the Mayor and I drove through the village and began to document violations that was a concern in the past and new violations that we observed. I made a list of those violations and I have begun to address those issues.
3. I have begun to send out courtesy letter to those residents in the village with Zoning violations.
4. I have been new and organizing old files on both the computer and the file cabinet.
5. Driving though village removing signs in the ground and on poles.
6. Updating existing zoning documents.
7. Taking photos and creating and organizing files for photos.
8. Identified and obtained the information and contact for software exclusively for Zoning & Code Enforcement.
9. Visiting current businesses regarding sign usage in both windows and outside of businesses.
10. Multiple weekly visits to ENOCAM Motors. 5216 Cleveland Ave. Created a files and weekly photos of the property. Beginning to address the outside storage of vehicle parts and the exterior of the structure.
11. Two evening meeting is the month of December.
12. Letters have been sent to the following addresses this week.
3127 Minerva Lake Rd, 2515 Maplewood Dr, 3310 Minerva Lake Rd, 2573 Wildwood Dr, 5319 Ponderosa Dr, 2752 Minerva Lk Rd, 5216 Cleveland Ave.

Approximately 8 additional letters will be sent out this week.

RESOLUTION 2018-26

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT TO PURCHASE A 2019 POLICE VEHICLE

WHEREAS, the Village of Minerva Park maintains a Police Department for the safety of its residents; and,

WHEREAS, one of the existing police cruisers should be replaced in the first half of 2019; and,

WHEREAS, the purchase of the 2019 Ford Utility Interceptor is subject to appropriations for 2019.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Council of the Village of Minerva Park hereby expresses its intent to purchase a 2019 Ford Utility Interceptor from StateWide Emergency Products at a cost not to exceed \$42,500 including the transfer of any existing equipment necessary to place the cruiser into service.

Section 2. The appropriations for the purchase of the Ford Utility Interceptor were included in the ordinance to be passed setting the 2019 Annual Appropriations.

Section 3. The Mayor and Fiscal Officer are authorized to execute a contract for the purchase of a 2019 Ford Utility Interceptor upon passage of the 2019 Annual Appropriations.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 5. This resolution shall take effect at the earliest period allowed by law.

Lynn Eisentrout, Mayor

First Reading: December 10, 2018
Second Reading: December 17, 2018
Third Reading: January 14, 2019
Passed: January 14, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

Resolution 2018 - 27

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2019

WHEREAS, the Council of Minerva Park meets to consider matters of the Village; and

WHEREAS, it is necessary for the Council of Minerva Park to adopt the Rules of Council each year to help govern the proceedings of Council;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The Council of Village of Minerva Park hereby adopts the rules to govern the meetings and proceedings of the Council of the Village of Minerva Park for the calendar year 2019.
- Section 2. The Rules of Council 2019 for the Village of Minerva Park, attached as Exhibit A, are made a part hereof as if fully rewritten herein.
- Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 4. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.
- Section 5. This resolution shall take effect and be in full force from the earliest period allowed by law.

Lynn Eisentrout, Mayor, Village of Minerva
Park

First Reading: December 10, 2018
Second Reading: December 17, 2018
Third Reading: January 14, 2019
Passed: January 14, 2019

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

Rules of Council 2019

**Village of Minerva Park
Minerva Park, Ohio**

**2829 Minerva Lake Road
Columbus, Ohio 43231
614-882-5743**

Table of Contents

Council.....	3
Filling Vacancies on Council.....	3
Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse.....	4
Repeated Absence from Attendance.....	4
Excusal During Meeting.....	4
Meetings.....	4
Regular Meetings.....	4
Special Meetings.....	4
Work/Study Sessions.....	5
Postings of Regular, Special, and Work/Study Session Meetings.....	5
Notification to Members and Topics at Special Meeting.....	5
Calling the Meeting to Order, Roll Call, Quorum.....	6
Temporary Chair.....	6
Substitute Chair.....	6
Appeals from Decisions of the Chair.....	6
Chairs Power to Vote.....	6
Limitation of Debate.....	6
Voting.....	7
Division of a question or motion.....	7
Demand for Roll Call.....	7
Order of Business.....	7
Citizen Comments During Council Meetings.....	8
Motions.....	8
Order of Precedence.....	9
Motion to Adjourn.....	9
Motion to Lay on the Table.....	9
Previous Question or Motion.....	9
Motion to Postpone to a Certain Time.....	9
Motion to Refer.....	9
Motion to Amend.....	9
Motion to Postpone Indefinitely.....	10

Motion to Suspend Rules and Votes Required	10
Motion to Reconsider.....	10
Ordinances and Resolutions.....	10
Committee of the Whole ¹	11
Executive Session	11
Committees.....	12
Appointment of Standing Committees	12
Committee Chairperson Responsibilities.....	13
• Report Requirements:.....	13
• Creation of Sub-Committee	13
Committee Meeting Notification and Posting	13
Sub-Committee Rules and Responsibilities.....	13
Purpose of Sub-Committee	13
Permission to Create a Sub-Committee.....	13
Sub-Committee Chairperson Responsibilities.....	14
Closing out a sub-committee	14
Referendum and Initiative	14

VILLAGE OF MINERVA PARK

Rules of Council

Council

Filling Vacancies on Council

When a vacancy arises on council either through a council member vacating an unexpired term or because no one ran to fill a 4-year term, there will be a call for citizens to indicate their interest in filling the unexpired or vacant term. Such call will be made through announcements in the *Village Update*, the village newsletter; communications from council members and others knowing of the vacancy, and announcements placed at appropriate places in the village, including posting on the village website. Such announcements will include the date by which citizens should indicate their interest.

The deadline for council to fill the vacancy is thirty days from the date the resignation becomes effective either by an acceptance vote of council or by the future effective date provided by the resignation letter. If the vacancy arises because no one ran to fill a 4-year term, the vacancy is effective on January 1st of the beginning of the unfilled term. If council is unable to select a replacement 30 days from the date the vacancy became effective, the Mayor may fill it by appointment.

To indicate interest, a citizen must submit a resume and letter of intent to the Mayor or any of the council members. Once the Mayor or council member receives the resume and letter, he/she will immediately see that all members of council receive copies. If no regular meeting is scheduled, a special meeting will be scheduled as soon as possible after the deadline in order for the interested citizens to appear in person before the Mayor and council to both ask and answer questions.

Every effort should be made to have all council members present to interview and select a new member. At least four members of council must be present in order to call a regular or special meeting to interview, select and vote to fill a vacancy.

Filling the vacancy will be the first order of business on the agenda.

Process for Voting on Candidate(s) to Fill Vacancy(s):

1. A motion is made to appoint one of the candidates, and a vote is taken.
 - a. If there are multiple vacancies, the voting will be done one position at a time.
 - b. The vacancy of shortest duration filled first.
 - c. If there are one or two vacancies on council at one time, there must be at least four council members present to proceed with the voting.
 - i. Whether there are four or five members of council present to select a new member, at least three votes must be cast in favor of any one individual for that person to be selected.
 - ii. In no instance would a person be voted to council with fewer than three votes.
 1. that person can be placed on council
 2. Sworn in by the Mayor
 3. Begin his/her duties immediately.
2. In the unlikely event that there are three or more vacancies on council at one time, a meeting can be called to order with all of the existing members present with appointing a new council member or members being the first and only item to be acted upon.

- a. In the case of three vacancies:
 - i. If any one person receives all three votes of the council members present, that person is immediately sworn in by the Mayor. At that point there are now four on council, the new member may vote, and there are the four members present for the quorum to conduct business.
- b. If there are four or more vacancies:
 - i. the Mayor will proceed to appoint a council member and swear that council member in one member at a time until there are three members on council. At that point the remaining vacancies can be filled as stated above.

Unless otherwise decided by the Mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year; however, if the person being replaced was chair of the committee, the Mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse

A council member shall be excused from attendance at a regular or special meeting of council upon notification to the Mayor prior to such meeting. If the council member does not notify the Mayor of the anticipated absence and ask to be excused, the absence shall be noted as an absence without valid excuse. Pursuant to Ohio Revised Code Section 705.13, unless waived by two thirds vote of all members, each unexcused absence from a regular meeting will result in a salary reduction equaling two percent of the annual salary. The vote will be taken immediately after Roll Call is completed.

Repeated Absence from Attendance

Council may declare a councilperson's seat vacant for absence when such absence has been continuous for ten consecutive regular meetings. Said hearing for said expulsion shall be pursuant to Ohio Revised Code Section 731.45 and pursuant to other Ohio Revised Code sections pertaining to the conduct of council meetings.

Excusal During Meeting

No member shall be excused while council is in session except upon permission of the chair.

Meetings

Regular Meetings

Regular meetings of council shall be held at the Community Building at 7:00 p.m. on the second and fourth (when possible) Monday of each month (January through December). See Appendix B for 2018 calendar. Council may, by majority vote, change the day and hour of holding any particular regular meeting with proper notification, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

Special Meetings

Council shall hold special meetings as may be found necessary to discuss specific issues. Such meetings will be posted by the Fiscal Officer upon the written or verbal request of the Mayor or upon the written or verbal request of three council members. Requests made by email sent to all

council members and the Fiscal Officer are considered valid written requests for special meetings.

Work/Study Sessions

Regular Work/Study Sessions of Council shall be held at the Community Building at 8:00 a.m. on the Saturday before the second Monday of each month (January through December). Additional work/study sessions are scheduled for the 3rd Monday of the month for the second and third month of the first three quarters of the year at 7:00 PM. Work Sessions may also be scheduled as needed, as determined by the Mayor and council including before or after regular or special sessions of the council. Meetings are held at the Community Building or other public place within the corporate limits of the Village of Minerva Park.

All council members should be notified of work/study sessions by email or phone at least 24 hours in advance. All meetings shall be open to the general public and notification shall be made in accordance with the section "Postings of Regular, Special, and Work/Study Session Meetings" of these rules and in compliance with the Ohio Revised Code.

There shall be no discussion or participation in deliberations of council by the public in its work/study sessions. However, specific residents or other individuals may be deliberately invited to participate in a work/study session when the topic of the work/study session directly relates to that citizen or individual. No resolution, regulation, rule, ordinance or formal action of any kind shall be adopted at a work/study session.

Occasionally Council schedules a "Coffee with Council", an informal meeting where residents are invited to talk on any topic related to the Village.

Postings of Regular, Special, and Work/Study Session Meetings

Special meetings and Work Session announcements must be placed in the following locations at least 24 hours before the scheduled meeting. The ORC calls for 5 different places. Currently the Administration places them as follows:

- In the community building on the inside board
- On the community building front window
- In or on the official board of the community outside of the community building
- In or on the board at the playground area on Maplewood Road
- On the village website
- In or on the board at the pool (from Memorial Day through Labor Day only)

In addition:

- The Columbus Dispatch can also be notified by emailing Lori Kurtzman at lkurtzman@dispatch.com or calling 614-461-8759.

Should the Fiscal Officer be unavailable, the Mayor's Administrative Assistant, the President of Council or any council member can also post the announcements.

Notification to Members and Topics at Special Meeting

Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered at the special meeting. Twenty-four (24) hours' notice of such special meeting, if called by the Mayor or by three members of council, shall be given to each member of council and to the Mayor by email or phone. Council members are encouraged to state their preferred means of notification to the Mayor and Fiscal Officer. It should be noted that Ohio Revised Code 731.46

states that notice if given “upon at least twelve hours' notice to each member, served personally or left at his usual place of residence”. It is our intention to give 24 hours' notice in order to allow all council members time to prepare for the meeting.

Calling the Meeting to Order, Roll Call, Quorum

The Mayor, or in his/her absence, the president pro tempore of council, shall take the chair at the hour appointed for council to meet, and immediately shall call the council to order. The roll shall then be called by the Fiscal Officer, who shall enter in the minutes of each meeting the names of members present thereat. A quorum must be present to hold the meeting. A quorum is defined as the majority of all members of council. Minerva Park has six council seats; a quorum is four or more members. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote of those present, take a recess or recesses and procure the attendance of an absent member. If a quorum cannot be formed, the meeting shall not be held. However, a special meeting to be held in the future could then be called according to the council rule concerning special meetings above.

Temporary Chair

In case of the absence of the Mayor and the president pro tempore of council, the Fiscal Officer shall call the council to order. The Fiscal Officer shall call the roll, and if a quorum is found to be present, the council shall proceed to elect by a majority vote a temporary chairperson of the meeting until the appearance of the Mayor or president pro tempore of council.

Substitute Chair

The chair, i.e., Mayor, president pro tempore of council or temporary chairman, may call any other member to take his/her place in the chair. Such substitution will not continue beyond adjournment.

Appeals from Decisions of the Chair

The Mayor or president pro tempore of council shall preserve decorum and decide all questions of order, subject to appeal to council. If any member transgresses the rules of council, the chair shall, or any member may, call him/her to order and in the latter instance the chair shall render a decision as to the point of order. In case of an appeal from a ruling of the chair, the question shall be “Shall the decision of the chair stand as the decision of council?” The chair shall be sustained unless overruled by a majority vote of the members of council present.

Chairs Power to Vote

The Mayor shall have no vote except in the event of a tie vote of members of council present, in which case the Mayor shall have the power to vote and his/her vote shall have the same legal effect as a vote of a member of council. However, any member of council who is serving as chairman shall have the same power to vote as other members.

Rules of Conduct During Council Meetings

Members of council agree to abide by the Rules of Conduct as described in Resolution 2018-28. Council Members mutually agree to self-monitoring of their conduct.

Limitation of Debate

Each member of council shall confine him/herself to a maximum of ten (10) minutes of time on a single topic.

Voting

When a question or motion is put forth for a vote, all members present shall vote on same. While abstentions are discouraged, an abstention is often appropriate if the council member is not adequately informed as to the issue being decided upon or has a conflict of interest. If a council member knows he/she should abstain because there is a conflict of interest, he/she should state that there is a conflict of interest before discussion begins. The council member then leaves the room during discussion and voting.

Division of a question or motion

On demand of any member, a question or motion under consideration which covers two or more points shall be divided where the question or motion admits of such division.

Demand for Roll Call

Any member may demand a roll call vote upon any question or motion before council at any time before the decision of said question or motion is announced by the chair.

Order of Business

Order of Business for the first regular meeting of the month shall include:

- Roll Call and Compensation of absent members
- Pledge of Allegiance
- Welcome Message (See Exhibit 2)
- Minutes of previous regular and/or special meetings
- Village Officials Reports – Preferred Order
 - EMS/Fire Department
 - Police Department
 - Engineer
 - Village Planner
 - Law Director
 - Fiscal Officer
 - Planning and Zoning
 - Code Enforcement Officer's Report
 - Community Associations: Minerva Park, Northland
- Charter Commission Report
- Minerva Park Community Association
- Mayor's Report
- Council Committee Reports: Preferred Order
 - Communications
 - Community
 - Finance
 - Streets and Services
 - Safety
 - Legislation
 - Old Business
 - New Business
 - Citizen Comments
 - Adjournment

*The specific order of these reports can be modified as needed

The Order of Business for the second regular meeting of the month will include but not be limited

to: Roll Call and Compensation of absent members
Pledge of Allegiance
Welcome Message (See Exhibit 2)
Legislation
Old Business
New Business
Citizen Comments
Adjournment

Citizen Comments During Council Meetings

Council meetings are public business meetings of the Minerva Park Council. As such, all citizen comments must be orderly, civil, and courteous and pertain to current issues and topics of business before council.

Green Card

Citizens may comment on a specific topic during a Council Meeting except when Legislation is being voted on. They do so by filling out a Green Card with their name and the topic they wish to address and handing the card to the Presiding Chair who will determine the appropriate time for the resident to speak.

Citizens may comment after New Business as noted on the Agenda. They will come up to the podium one at a time, speak their name clearly and are allocated three minutes. At the discretion of the Mayor or presiding chair, there can be discussion surrounding the topic. However, realizing that the council meeting is an orderly business meeting, the discussion should always directly pertain to the business at hand. No citizen will have more than nine minutes at any council meeting excluding discussion time as mentioned above.

In addition to the Citizen Comments Card, the Mayor or President of Council may recognize any nonmember of council for the purpose of asking a brief question that clarifies for the citizen the topic before council.

Any group of four or more, or a delegation of four or more, wishing to appear before council should direct a letter to the Fiscal Officer and a copy to the Mayor in such time that it will be received no later than 72 hours before a regular council meeting or no later than 24 hours before a special council meeting. At that time council members shall also be notified by the Mayor or Fiscal Officer. It is clear that this rule is not intended for an individual, or groups of two or three individuals, but larger groups that wish to address an issue at a council meeting. The purpose of this is to give council ample time to research and consider the problem to be presented and discussed at the next meeting. Such a group shall choose a spokesperson to initially present the issue to council and then other members of the group may be recognized to give comments directly related to the issue when the group has been recognized to speak on the committee topic.

At all times, speakers must be civil and courteous and address topics and issues before Council. For a further definition of civil and courteous, please see Rules of Conduct. (exhibit)

Motions

Once a motion is made and seconded it is open for debate. Any member may request that the

motion be restated or be reduced to writing. A motion may be withdrawn by the mover with consent of the person who seconded the motion. Unless otherwise required by law a motion shall be deemed passed if it receives the affirmative vote of a majority (or other required number when mandated by law) of the members who voted including the chair if entitled to vote thereof

Order of Precedence

When a question or motion is before council, no motion shall be entertained except the following subsidiary motions:

- a. To adjourn
- b. To lay on the table
- c. The previous question or motion
- d. To postpone to a time certain
- e. To refer
- f. To amend
- g. To postpone indefinitely

Said motions shall have precedence in the foregoing order.

Motion to Adjourn

Motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion
- b. When made while another member is speaking
- c. When the previous question or motion has been ordered
- d. While a vote is being taken

A motion to adjourn is not debatable except as to time to which the meeting is adjourned.

Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

Previous Question or Motion

The previous question or motion shall be stated in these words: "Shall debate now close?" The motion shall pass if two-thirds (2/3rds) of the members present shall favor it. If the said motion is ordered, there shall be no further amendment or debate, but the question or motion shall be put immediately.

Motion to Postpone to a Certain Time

Motions to postpone may be amended to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

Motion to Refer

When discussion on motion is demanding a considerable amount of meeting time, it is permissible to move to refer the discussion to a committee or work session so that discussion can take place in a more informal setting and with plenty of time to work on details.

Motion to Amend

A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

Motion to Postpone Indefinitely

If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

Motion to Suspend Rules and Votes Required

A motion to pass legislation requires a vote of at least a majority of all the members of council. Minerva Park Village council has six members on council; four affirmative votes are needed to pass a piece of legislation.

A motion to pass legislation as emergency legislation requires two-thirds (2/3) vote of the members of council. Minerva Park Village council has six members on council; four votes are needed to pass legislation as emergency legislation.

A motion to suspend the rule which requires that each ordinance or resolution shall be read on three different days must receive by roll call vote the affirmative vote of three-fourths (3/4) of the members of council. Minerva Park Village council has six members on council; three fourths of council shall be deemed to be five members supporting the motion to suspend the rule. Upon the passage of such motion, the main question or motion shall be open to debate.

A majority of members of council present without debate may vote to suspend all other rules not inconsistent with Ohio Revised Code.

Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of council at which the vote was taken. A motion to reconsider any other action taken by council may be made not later than the next regular meeting after the vote of council thereon. In either case only a member who voted with the prevailing side may make such motion. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again in the calendar year in which it was initially presented.

Ordinances and Resolutions

Each ordinance and resolution shall be read by title only, provided the council may require any reading to be in full by a majority vote of its members. Each ordinance or resolution shall be read on three different days, provided the council may dispense with this role by a vote of at least three fourths of its members. *See Motion to Suspend Rules.*

Ordinances, resolutions, and motions not receiving a second to be passed shall be deemed to have been defeated and will be declared lost.

From time to time, council makes corrections on ordinances or resolutions as they are presented to council. If these corrections are simply typographical or to clarify a matter, which might appear ambiguous to some by reading the same, it may be corrected after it is passed. However, if the change is substantive in nature as to what is being legislated, that piece of legislation should be withdrawn and new legislation presented which accurately states the purpose and intent of the legislation. In all cases, the public and the citizens must have time to review and analyze said substantial corrections or changes to legislation.

Committee of the Whole¹

The president pro tempore of council shall preside when council resolves itself into the Committee of the Whole. These rules of council shall govern the Committee of the Whole except that no limit shall be placed on time or frequency of speaking and that the previous question or motion cannot be moved. All questions or motions shall be decided by a majority vote of those members present. When this committee arises, any measure, together with any amendment thereto, reported out, shall receive the immediate consideration of council unless otherwise ordered placed upon the calendar.

Executive Session – Explanation and Rules of Engagement

In line with the current Ohio Sunshine Laws, all council meetings, special meetings, work sessions, and all meetings of any committee are declared to be public meetings open to the public at all times. There are limited exemptions in the case when deliberations and discussions should not be heard and observed by the public. In those limited cases, council can go into executive session as specified in the **Ohio Revised Code section 121.22 (G)**.

Council may hold executive sessions at regular and special meetings only after a majority of a quorum of council determines, by a roll call vote, to hold an executive session.

Except as otherwise provided by law, council shall NOT hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.

If council holds an executive session, the motion and vote to hold that executive session shall state which one or more of the approved purposes for which the executive session is to be held but need not include the name of any person to be considered at the meeting.

Because the discussion in executive session is confidential given the nature of the matters listed above, there will be no notes or minutes of the discussion of the executive session and all those present at the executive session are to keep the matters discussed confidential.

An Executive Session can be held for the sole purpose of the consideration of any of the following matters:

- (1) Personnel matters: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.
- (2) Purchase or Sale of Property: To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. (more details – see ORC)
- (3) Confidential Attorney Conferences: Concerning disputes involving the council that is the subject of pending or imminent court action;
- (4) Employment Conditions: Preparing for, conducting, or reviewing negotiations or

bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Confidential Matters Defined by Law: Required to be kept confidential by federal law or regulations or state statutes;

(6) Security Details: Details relative to the security arrangements and emergency response protocols for council or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the council or public office;

Committees

Appointment of Standing Committees

Standing Committees consisting of three (3) members each are hereby authorized.

Unless otherwise decided by the Mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year; however, if the person being replaced was chair of the committee, the Mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

- Community: The community committee shall make recommendations to council for the care and maintenance of the Village grounds and facilities. This is accomplished with support from the Village Administration.
- Finance: To provide financial oversight, make recommendations and regular reports to council. This is accomplished with support of the Fiscal Officer and the Mayor.
- Legislation: To provide oversight, make recommendations, assist in drafting and review of ordinances and resolutions. This is accomplished with the support of Village Administration including the Mayor, Fiscal Officer and Solicitor.
- Safety: To provide oversight to the Police, Fire and EMS services of the village. This is accomplished through regular meetings with the department heads, Mayor and Fiscal Officer.
- Streets and Services: To provide oversight regarding maintenance of streets and sewers both sanitary and storm, as well as related infrastructure. This is accomplished through the support of the Village Engineer and Mayor.
- Communications: To provide support for effective and timely communications to Village residents. This is accomplished by working with Village Administration and the Residents.
- Ad Hoc: The Mayor can also appoint committees as needed to address specific issues.

Committee Chairperson Responsibilities

The committee chairperson shall have the responsibilities as listed below:

- Each committee chairperson shall coordinate with the Mayor and assist the Mayor in the administration of village affairs through overview, study, and making recommendations pertaining to the assigned area of the appointed chairperson.
- Each committee chairperson shall have the authority to call meetings as often as deemed necessary and desirable. To ensure attention to village matters, committees should meet at least quarterly.

- **Report Requirements:**

Each committee chairperson shall be prepared to render the following reports:

- a report to council at each regular meeting and such special meetings as are necessary as to the activities of their committee.
- Report items of significant value for the development of policy and/or containing recommendations for future actions that benefit the village as a whole will be submitted in writing and appended to the minutes of the council meeting.
- Each committee chairperson shall write and submit reports of committee activities, including updates on ongoing projects, to be published in the village newsletter, the *Village Update*, and the village website.

All reporting requirement shall apply to both committee and subcommittee assignments

- **Creation of Sub-Committee:**

- Each Committee Chairperson shall have the right to create Sub-Committee(s) by following the Sub-Committee Rules and Responsibilities.
- Committee Chairperson Responsibilities apply equally to sub-committees.

Committee Meeting Notification and Posting

The committee chairperson shall notify the Mayor and Fiscal Officer as to the date, time and place of said meetings. Meetings should be held in the community building or other public building to allow any interested citizens to attend.

The Fiscal Officer shall then post notification of the committee meeting at the Community Building as soon as notified of such meeting and never later than 24 hours before the meeting is to begin and any other notification required by Ohio Revised Code and Sunshine Laws.

Sub-Committee Rules and Responsibilities

Purpose of Sub-Committee

The committee Chair and committee council team determine a sub-committee could expedite a defined project/task or where involvement of residents would be beneficial to reaching a defined goal including assistance in assessing public opinion or gathering data or technical details.

Permission to Create a Sub-Committee

To reduce the risk of having two committee chairs create a sub-committee with similar goals, the following approval process will take place before a sub-committee is created:

- A committee chair must get agreement from both of their fellow committee members
- The committee must provide the following written information to council at a scheduled work session:
 - A written goal/purpose for the sub-committee

- Start and estimated Close Out date of the sub-committee (can not be on-going)
- The chair of the sub-committee (Must be one of the committee council members)
- Method of involving residents/vendors and other non-residents on sub-committee – if applicable (Limited to 8 At any given time)
- Deliverable(s) must be stated with estimated dates of completion

Sub-Committee Chairperson Responsibilities

The committee chairperson maintains overall responsibility for the successful operation of a sub-committee created by their committee council team. All Committee rules apply including Committee Chairperson Responsibility and Committee Meeting Notification and Posting rules.

Closing out a sub-committee

- A sub-committee can be shut down by a majority vote of council
- A sub-committee with no progress report two months in a row will be considered inactive and will be ordered disbanded
- Sub-Committee chair will provide deliverables to council members during a monthly work session.

Referendum and Initiative

In the case of a referendum that is properly processed according to law, council shall not attempt to pass another ordinance similar until the referendum process is complete.

EXHIBIT 1

2019 Council Calendar

January

Work Session - 12
Council Meeting - 14
Coffee with Council - 21
Council Meeting – 28

February

Work Session - 9
Council Meeting – 11
Work Session –18
Council Meeting – 25

March

Work Session - 9
Council Meeting - 11
Work Session - 18
Council Meeting - 25

April

Work Session - 6
Council Meeting - 8
Coffee with Council - 15
Council Meeting - 22

May

Work Session - 4
Council Meeting – 6
Coffee with Council - 13
Council Meeting – 20

June

Work Session - 8
Council Meeting - 10
Work Session - 17
Council Meeting - 24

July

Work Session - 6
Council Meeting - 8
Coffee with Council - 15
Council Meeting - 22

August

Work Session - 10
Council Meeting - 12
Work Session - 19
Council Meeting - 26

September

Work Session - 7
Council Meeting - 9
Work Session - 16
Council Meeting - 23

October

Work Session - 12
Council Meeting -14
Coffee with Council - 21
Council Meeting – 28

November

Work Session - 9
Council Meeting – 11
Council Meeting – 18

December

Work Session - 7
Council Meeting - 9
Council Meeting - 16

EXHIBIT 2

To be added to the Agenda:

Welcome Message – Council Meetings

1. Welcome to all residents in the audience and those who are joining us via the internet.
2. A council meeting is only possible if we have a minimum of four councilmembers in attendance. We welcome councilmembers whose attendance this evening makes this meeting possible.
3. Residents are welcome to complete and hand in a green card if they wish to speak on an agenda item (such as streets, code enforcement, safety etc.
4. Residents also have an opportunity to speak for up to 3 minutes during Citizens Comments – by coming to the podium and first stating their name and address. We ask that comments are related to Village business.
5. Councilmembers are committed to abide by the Rules of Conduct and we hope Residents will join us by participating while demonstrating respect, kindness, consideration and courtesy to others.

EXHIBIT 3

Resolution 2018-28

RULES OF CONDUCT FOR THE VILLAGE COUNCIL OF MINERVA PARK, OHIO

January 14 2019

2.1 All members of the Village Council have equal votes. No Council member has more power than any other, and all members shall be treated with equal respect.

2.2 As a Council member it is important, at all times, to act in a manner that enhances community confidence.

2.3 These Rules of Conduct do not prohibit or infringe on any member's right to freedom of speech or expression of an opposing viewpoint. Members are entitled and encouraged to share their viewpoint(s), provided it is done in a professional manner, and with the utmost respect for others.

2.4 No member of the legislative authority, especially when acting in his/her official capacity or in dealing with the public, shall commit any act or utter any comments which would bring embarrassment to the Village of Minerva Park.

2.5 Members should, at all time, ensure their actions and statements provide a positive image and public perception of the Village and work to enhance and improve the Village, other members of Council, and Village employees. At no time shall a member of the council commit an act or make remarks, which are derogatory, degrading, belittling, sarcastic or malicious toward another member of Council, the Village, Mayor or Village employees. Opposing viewpoints of Council members, the Mayor or Village employees may be shared, provided they are not presented in a manner violating these rules of conduct or any other laws of the Village or State of Ohio.

2.6 Members of the Village Council shall conduct themselves in accordance with all aforementioned sections and the following:

2.6.1 Act properly, professionally, and in accordance with the requirements of the law and the terms of these Rules of Conduct.

2.6.2 Fully participate in Village Council meetings and other public forums, while demonstrating respect, kindness, consideration, and courtesy to others.

2.6.3 Act in good faith; honestly, for the purpose of the community and not one's personal agenda. Always acting in the interest of the community and Council, without exceeding their lawful powers.

- 2.6.4 Make no allegations which are unseemly or derogatory in public forums pertaining to matters of Village business, employees, or other Council members.
- 2.6.5 Refrain from any form of conduct, especially in performance of their official duties and while in public forums, which may cause any reasonable person unwarranted offense or embarrassment; or bring embarrassment to the Village.
- 2.6.6 Observe the highest standards of honesty and integrity, and avoid conduct which may suggest any departure from this standard.
- 2.6.7 Ensure confidential information is guarded and handled with the utmost sensitivity.
- 2.6.8 Always act in accordance with their obligation of loyalty to the Council and Village; serving as a model of leadership and civility to the community.

Enforcement

- 3.1 Violation of these established rules may be considered malfeasance, misfeasance, or non-feasance; and is a violation of rules established under Ohio Revised Code Section 731.45. (1)
- 3.2 Violation of these rules may result in disciplinary action in accordance with provisions of Ohio Revised Code Section 731.45.
- 3.3 These rules shall be enforced by the Council of the Village of Minerva Park as provided by Ohio Revised Code Section 731.45.
- 3.4 These Rules are hereby incorporated in the Rules of Council by reference.

(1) LAW Writer® Ohio Laws and Rules
Revised Code » Title [7] VII MUNICIPAL CORPORATIONS » Chapter 731: ORGANIZATION
731.45 Rules - journal - expulsion of members.

“The legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules and declare the seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.”

RESOLUTION 2018-28

A RESOLUTION ESTABLISHING RULES OF CONDUCT FOR VILLAGE COUNCIL OF MINERVA PARK, OHIO

WHEREAS, the Council of the Village of Minerva Park is required by Ohio Revised Code Section 731.45 to establish its own rules and keep a journal of its proceedings.

WHEREAS, the Council of the Village of Minerva Park has established Rules of Order for proceedings and maintains a journal of its proceedings.

WHEREAS, the Council of the Village of Minerva Park, in response to requests by citizens of the Village of Minerva Park, and of its own accord desires to enhance the accountability and conduct of its members.

THEREFORE, let it be resolved:

SECTION 1: The Minerva Park Village Council adopts the Rules of Conduct attached hereto as ATTACHMENT A and incorporated by reference and is hereby adopted by the Council of the Village of Minerva Park, to be in place and adhered at all times by members of the legislative authority.

SECTION 2: The adoption of this resolution is permitted under Ohio Revised Code Section 731.45 and is in the best interest of the Village of Minerva Park and its citizens; and therefore, shall go into effect at the earliest date possible upon adoption by the Council of the Village of Minerva Park.

SECTION 3: it is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of the Resolution were adopted in a n open meeting of the Council and that any and all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements of the laws of the State of Ohio.

Lynn Eisentrout, Mayor

First Reading: December 10, 2018
Second Reading December 17, 2018
Third Reading January 14, 2019
Passed: January 14, 2019

ATTEST

Approved at to Form

Kim Pulley

Solicitor

ATTACHMENT A

RULES OF CONDUCT FOR THE VILLAGE COUNCIL OF MINERVA PARK, OHIO

January 14 2019

2.1 All members of the Village Council have equal votes. No Council member has more power than any other, and all members shall be treated with equal respect.

2.2 As a Council member it is important, at all times, to act in a manner that enhances community confidence.

2.3 These Rules of Conduct do not prohibit or infringe on any member's right to freedom of speech or expression of an opposing viewpoint. Members are entitled and encouraged to share their viewpoint(s), provided it is done in a professional manner, and with the utmost respect for others.

2.4 No member of the legislative authority, especially when acting in his/her official capacity or in dealing with the public, shall commit any act or utter any comments which would bring embarrassment to the Village of Minerva Park.

2.5 Members should, at all time, ensure their actions and statements provide a positive image and public perception of the Village and work to enhance and improve the Village, other members of Council, and Village employees. At no time shall a member of the council commit an act or make remarks, which are derogatory, degrading, belittling, sarcastic or malicious toward another member of Council, the Village, Mayor or Village employees. Opposing viewpoints of Council members, the Mayor or Village employees may be shared, provided they are not presented in a manner violating these rules of conduct or any other laws of the Village or State of Ohio.

2.6 Members of the Village Council shall conduct themselves in accordance with all aforementioned sections and the following:

2.6.1 Act properly, professionally, and in accordance with the requirements of the law and the terms of these Rules of Conduct.

2.6.2 Fully participate in Village Council meetings and other public forums, while demonstrating respect, kindness, consideration, and courtesy to others.

2.6.3 Act in good faith; honestly, for the purpose of the community and not one's personal agenda. Always acting in the interest of the community and Council, without exceeding their lawful powers.

2.6.4 Make no allegations which are unseemly or derogatory in public forums pertaining to matters of Village business, employees, or other Council members.

2.6.5 Refrain from any form of conduct, especially in performance of their official duties and while in public forums, which may cause any reasonable person unwarranted offense or embarrassment; or bring embarrassment to the Village.

2.6.6 Observe the highest standards of honesty and integrity, and avoid conduct which may suggest any departure from this standard.

2.6.7 Ensure confidential information is guarded and handled with the utmost sensitivity.

2.6.8 Always act in accordance with their obligation of loyalty to the Council and Village; serving as a model of leadership and civility to the community.

Enforcement

3.1 Violation of these established rules may be considered malfeasance, misfeasance, or non-feasance; and is a violation of rules established under Ohio Revised Code Section 731.45. (1)

3.2 Violation of these rules may result in disciplinary action in accordance with provisions of Ohio Revised Code Section 731.45.

3.3 These rules shall be enforced by the Council of the Village of Minerva Park as provided by Ohio Revised Code Section 731.45.

3.4 These Rules are hereby incorporated in the Rules of Council by reference.

(1) LAW Writer® Ohio Laws and Rules

Revised Code » Title [7] VII MUNICIPAL CORPORATIONS » Chapter 731: ORGANIZATION

731.45 Rules - journal - expulsion of members.

“The legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules and declare the seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.”

Resolution 2019-019

A RESOLUTION AFFIRMING THE APPOINTMENT OF SARAH CONVERVY AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY

WHEREAS, Council for the Village of Minerva Park passed Resolution 2018-16 on July 9, 2018 confirming the appointment of Sarah Convery as a full-time police officer; and

WHEREAS, Sarah Convery was hired on July 9, 2018; and

WHEREAS, Council for the Village of Minerva Park acknowledges the successful completion of the probationary period set forth in R.C. § 737.17 by Sarah Convery, the transmittal by the Mayor of a record of Sarah Convery's service during the probationary period, and the Mayor's recommendation to affirm the appointment of Sarah Convery as a full-time officer for the Village of Minerva Park; and

WHEREAS, Council for the Village of Minerva Park desires to concur with the recommendation of the Mayor;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO THAT:

Section 1. Council hereby concurs with the recommendation by the Mayor to affirm the appointment of Sarah Convery as a full-time police officer for the Village of Minerva Park effective January 9, 2019.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 3. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 4. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the immediate need affirm the appointment of Sarah Convery at the end of his probationary period. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Lynn Eisentrout, Mayor

First Reading: January 14, 2019
Second Reading: Waived
Third Reading: Waived
Passed: January 14, 2019

Kimberly Pulley, Fiscal Officer

Solicitor

Resolution 2019-02

A RESOLUTION AUTHORIZING THE APPOINTMENT OF LEGAL COUNSEL FOR THE CHARTER COMMISSION OF THE VILLAGE OF MINERVA PARK AND DECLARING AN EMERGENCY

WHEREAS, at the general election held November 6, 2018, the electors of the Village of Minerva Park voted to form a Charter Commission to draft and propose a potential Village charter to place on the November 5, 2019 ballot; and

WHEREAS, the Charter Commission desires to obtain legal counsel to assist it in the performance of its functions; and

WHEREAS, the Charter Commission has requested proposals and interviewed potential providers of legal services; and

WHEREAS, the Charter Commission desires that Brickler & Eckler LLP be appointed as its legal counsel; and

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. The Mayor is hereby authorized to execute a contract and such other documents as are necessary on behalf of the Village to appoint Brickler & Eckler LLP as legal counsel to the Charter Commission, in an amount not to exceed \$29,900.

Section 2. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the immediate need to provide legal counsel for the Charter Commission. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Lynn Eisentrout, Mayor

First Reading: January 14, 2019
Second Reading: Waived
Third Reading: Waived
Passed: January 14, 2019

Kimberly Pulley, Fiscal Officer

Solicitor