CITY COUNCIL WORK SESSION MINUTES
February 3, 2020

The meeting was called to order by Mayor Berbee at 6:00 p.m.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor Berbee.

INVOCATION: The Invocation was given by Mayor Berbee.

COUNCIL MEMBERS PRESENT:
Alan Seymour, Deb Groat, Donald Boerger, Henk Berbee, J.R. Rausch, Mark Reams, and Aaron J. Carpenter.

OTHERS PRESENT: City Manager Terry Emery, City Law Director Tim Aslaner, Deputy Police Chief Tony Brooks, Fire Chief Jay Riley, Public Service Director Mike Andrako, City Engineer Jeremy Hoyt, IT Director Aaron Story, IT Network Technician Tyson Fewins, and Clerk of Council Rebecca Dible.

REPORTERS PRESENT: Journal Tribune Mac Cordell

APPOINTMENT:
Ad Hoc Zoning Legislation Committee:
Mayor Berbee appointed Mark Navarre as an additional Citizen Member of the Committee.

AGENDA ITEMS:

1) ODOT LPA Participation
City Engineer Hoyt explained that the Federal Highway Administration (FHWA) permits the Ohio Department of Transportation (ODOT) to delegate project activities on Federal-aid projects to Local Public Agencies (LPAs). However, ODOT is ultimately responsible and, as such, must assure local compliance with all Federal and State laws, regulations, and policies. LPA participation is at ODOT’s discretion; it is a privilege and not a right. ODOT is offering the City a standard renewal for continued participation, as participation is addressed every four years.
Councilman Reams asked how the renewal would impact the timing of the widening of State Route 31. City Engineer Hoyt said he didn’t expect an impact on the project timeline. Mayor Berbee asked if a request had been submitted to ODOT regarding the 3rd phase of the widening of SR 31. Mr. Hoyt agreed that was the plan and gave updates on the project phases.
2) **City Council Live Streaming**

City Manager Emery explained there had been a lot of discussions the last five weeks regarding live streaming. He stated that about one year ago he assigned the IT Department to look into the topic. He explained that potential live streaming had been budgeted for in the 2020 Budget and tonight was a result of IT’s research, setting the bar for determining the best way to address this topic moving forward. IT Director introduced Network Technician Fewins and explained his extensive experience and knowledge of the Audio-Visual. Network Technician Fewins gave a presentation (Attachment A).

Councilman Rausch reminded the group that after the initial set up costs, the professional videoing by Swagit would cost $12,000 per year which offered the ADA accommodations and would allow the second shift employees such as Honda workers to watch the Council Meetings as they are unable to attend due to work. City Manager Emery mentioned the idea of trying it for a year, choosing the package from Swagit that gave the ability for the Council Meetings, Work Sessions and Planning Commission Meetings to be included. He felt if Council wanted to move forward with videoing, the City should do it in a professional manner. Councilman Carpenter agreed with Councilman Rausch in that he wasn’t concerned with the need for live video feed, rather the goal was to make the recording available for the public. He was glad to hear the amount in the 2020 was primarily for initial expenses, however he asked if there was a way to video in-house for cost savings, yet having it look professional.

Councilman Boerger didn’t believe the videoing/streaming of Council meetings would adequately address the communication concern citizens had. He recommended a more proactive approach to communication and gave examples of short online videos of projects, plans, events, etc. prior to construction, legislation, and action. He stated the importance of reaching out to visual learners/information seekers. Public Service Director explained Administration was very proactive in uploading information onto the City’s website and Facebook page in the form of magazine picture quality “Fact Sheets.” He believed Councilman Boerger was referring more to a public relations campaign which could then be quite costly and time consuming.

Councilman Rausch stated he was in favor of recording Council meetings and making them available to the public through the City’ website; he further stated he’d been promoting this since Mayor Gore had been in office. He didn’t encourage going the cheapest route, because he felt it important to offer closed captioning to those who’d need it. Councilman Carpenter stated he felt the primary goal should be to just make a video available, as he believed citizens were more concerned with the effort to make it available as opposed to the quality. He believed it was important for the City to have a social media presence, making information easily available through this medium.

Deliberation continued amongst all of Council regarding the worth of the investment, the human element, and potential effects if it were to be implemented. It was determined that Administration would research the soft side of the topic, and give feedback, thoughts, and suggestions while revisiting this topic at the March Work Session.
3) **Council Rules of Procedure & Information Binder Updates**

Mayor Berbee led the discussion regarding the list of potential changes which had been suggested throughout the year (Attachment B) which had been compiled and distributed by Clerk Dible. After discussion amongst Council and with input from the Law Director, it was recommended that changes would be made to the Rules of Council (Attachment C) which would be presented as a resolution at the February 10, 2020 Council meeting.

4) **Council Committee Assignments**

Mayor Berbee announced the following assignments for 2020:

<table>
<thead>
<tr>
<th>Finance Committee</th>
<th>Public Safety/Service Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Reams (recommended Chairman)</td>
<td>Alan Seymour (recommended Chairman)</td>
</tr>
<tr>
<td>J.R. Rausch</td>
<td>Deb Groat</td>
</tr>
<tr>
<td>Donald Boerger</td>
<td>Aaron Carpenter</td>
</tr>
</tbody>
</table>

Mayor Berbee noted that the Public Safety/Service Committee meeting time of 5 p.m. posed difficulties for a few members. Several options of different dates and times were discussed and it was determined by Council and Administration that the regularly scheduled Public Safety/Service Committee Meetings would be moved to the second Monday of each month at 6 p.m.

**CITY MANAGER & COUNCIL COMMENTS AND GENERAL DISCUSSION:**

*City Manager Emery:*
He and *Public Service Director* Andrako distributed and discussed the 2020 Capital Improvements Fact Sheet (Attachment D).

*Councilman Carpenter:*
He thanked Mayor Berbee for his appointment to the Public Safety/Service Committee, stating he whole heartedly was committed to his work on the Committee. He also thanked Council for their willingness to work together, which afforded him the opportunity to observe the Finance Committee meetings.

*Councilman Rausch:*
Stated he’s spoken with *City Manager* Emery and asked him to begin including the Fire and EMS runs as well as paramedic visits in Administration’s Weekly Report to Council, and he thanked Administration for beginning this process.

*Councilman Seymour and Reams:*
They jokingly bantered about Ohio’s weather.

*Mayor Berbee:*
Thanked Council for their comments and appreciated all working together collectively. He also emphasized focus on the Strategic Work Plan and encouraged preparation prior to the Strategic Planning Meeting on Saturday, February 29, 2020.

**ADJOURN:** There being no further business to take before Council, Councilman Rausch moved to adjourn at 7:53 p.m.; the voice vote in favor was unanimous.
Live Streaming
Council Chambers
## Live Streaming Project Goals

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>Availability</th>
<th>Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Ease of access</td>
<td>● Archival</td>
<td>● Bandwidth &amp; Video Resolution</td>
</tr>
<tr>
<td>● ADA accessible</td>
<td>● Uptime</td>
<td>● Branding (Web Design Elements)</td>
</tr>
<tr>
<td>(transcription)</td>
<td>● Stream Delay</td>
<td></td>
</tr>
<tr>
<td>● Timestamped playback</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Attachment A**
# Live Streaming Basic Requirements

<table>
<thead>
<tr>
<th>Hardware Requirements (Quality):</th>
<th>Service Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Audio Input (camera or external source)</td>
<td>● Service Portal (Accessibility and Availability)</td>
</tr>
<tr>
<td>● Camera (single or multiple)</td>
<td>● Archive/Retention (Availability)</td>
</tr>
<tr>
<td>● Video Encoding (built-in or standalone)</td>
<td>● Bandwidth and Resolution (Quality)</td>
</tr>
</tbody>
</table>
## Example 1 (DIY): Social Media Streaming from phone or tablet ($)

### Hardware:
- Audio: from device camera
- Camera: single
- Encoding: Built into the app

### Service:
- Accessibility: social media service account may be needed
- Availability: Good uptime, stream delay up to 2 minutes
- Quality: Bandwidth fluctuates, resolution may be capped at 720p

Cost Consideration: Device to be used, man-hours
Example 2(DIY): Upgraded hardware with service of choice ($$)

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Audio: in-room soundsystem</td>
<td>● Accessibility: per service chosen</td>
</tr>
<tr>
<td>● Camera: single -&gt; multiple</td>
<td>● Availability: per service chosen</td>
</tr>
<tr>
<td>● Encoding: hardware or software</td>
<td>● Quality: per service chosen</td>
</tr>
</tbody>
</table>

Cost Consideration: Hardware to meet quality requirements, cost of chosen service, man-hours
## Example 3(Pro): On-site Vendor Streaming ($$$)

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Vendor’s discretion. May be negotiated to meet our requirements</td>
<td>● May be provided through the vendor or uploaded to a service of our choosing</td>
</tr>
</tbody>
</table>

Cost Consideration: Vendor contract/hourly rate, cost of chosen service
**Example 4(Pro): Hardware and Service contract ($$$)**

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Vendor installed. Part of the purchased package</td>
<td>- Accessibility: Vendor hosted site, may be linked to from our website, transcription as a service, timestamped topic navigation</td>
</tr>
<tr>
<td></td>
<td>- Availability: Archival provided from vendor, uptime guaranteed in SLA</td>
</tr>
<tr>
<td></td>
<td>- Quality: Branding for the portal, Bandwidth may be guaranteed in SLA, high definition (based on camera(s), most likely 1080p)</td>
</tr>
</tbody>
</table>

Cost Consideration: Vendor contract(cost of service package and rates for possible additional services)
## Live Streaming Project Goals

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</table>
LIST OF POTENTIAL CHANGES WHICH HAVE BEEN SUGGESTED AND COMPILED THROUGHOUT THE YEAR

Rule 1.4 Order of Business

- Switch the order of Economic Development Report and Clerk of Council Report in order to allow Administration and Economic Development to collaborate while reporting.

Section 4 Committees

- Attendance (i.e. Committee vs. Special Council Meeting)
- Define when the new Committee Chairman begins chairing the meetings (similar to how it is defined that the Mayor-elect begins acting at the second meeting of the year.

Potential Rule

- Should a new Rule be added to address Ordinance 35-19?

Ordinance 35-19, Section II.: Beginning in 2021, Council shall formally review compensation for its members prior to May 1st on a biennial basis.
Rules of Council

City of Marysville
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Marysville, Ohio 43040
(937) 645-7356
www.marysvilleohio.org

Effective: February 10, 2020
# Table of Contents

**RULES AND PROCEDURES OF COUNCIL MEETINGS** ................................................. Section 1

- Meeting Time & Dates ................................................................................................ 1.0
- Officers ......................................................................................................................... 1.1
- Mayoral Terms ............................................................................................................. 1.2
- Resignation of the Mayor ............................................................................................ 1.3
- Order of Business ........................................................................................................ 1.4
- Council Speaking ......................................................................................................... 1.5
- Others Speaking .......................................................................................................... 1.6
- Voting .......................................................................................................................... 1.7
- Voting Procedure ........................................................................................................ 1.8
- Quorum ....................................................................................................................... 1.9
- Agenda ......................................................................................................................... 1.10

**MOTIONS** .................................................................................................................. Section 2

- Purpose and Form ........................................................................................................ 2.0
- Precedence of Motions ............................................................................................... 2.1
- Motion to Adjourn into Executive Session ................................................................ 2.2
- Motion for the Previous Question ............................................................................. 2.3
- Motion to Postpone to a Day Certain ........................................................................ 2.4
- Motion to Postpone Indefinitely ................................................................................ 2.5
- Reconsideration .......................................................................................................... 2.6

**ORDINANCES AND RESOLUTIONS** ........................................................................ Section 3

- Resolution .................................................................................................................... 3.0
- Ordinance ...................................................................................................................... 3.1
- Introduction .................................................................................................................. 3.2
- Form .............................................................................................................................. 3.3
- Emergency Measure .................................................................................................... 3.4
- Introduction and Reference to Committee ................................................................. 3.5
- Other Matters Referred .............................................................................................. 3.6
- Reference to Committee on Second or Third Reading ............................................. 3.7
- Three Readings ............................................................................................................ 3.8
- Amendments ............................................................................................................... 3.9

**COMMITTEES** ......................................................................................................... Section 4

- Standing Committees ................................................................................................. 4.0
- Committee Assignments ........................................................................................... 4.1
- Committee Agendas .................................................................................................. 4.2
- Ad Hoc Committees ................................................................................................... 4.3
- Boards & Commissions ............................................................................................... 4.4
WORK SESSIONS .................................................................................................................. Section 5
Purpose & Time ..................................................................................................................... 5.0
Legislation ............................................................................................................................ 5.1
EVALUATION OF CITY MANAGER AND CLERK OF COUNCIL ...................... Section 6
Responsibilities .................................................................................................................... 6.0
Recommendations ............................................................................................................... 6.1
Final Rating ......................................................................................................................... 6.2
Comments ........................................................................................................................... 6.3
Completion ......................................................................................................................... 6.4
REVIEW OF RULES OF COUNCIL ................................................................. Section 7
Annual Review ................................................................................................................. 7.0
SECTION 1  RULES AND PROCEDURES OF COUNCIL MEETINGS

RULE 1.0  **Meeting Time & Dates:** The day and hour of the Council meetings shall be the second and fourth Monday of each month at 7:00 p.m., unless modified by a majority of Council members present. (Effective July 1, 2016) If a meeting falls on a holiday for which City Hall is closed in observance, the meeting will take place on the following day (Tuesday) at the same place and time.

RULE 1.1  **Officers:** The officers of Council shall be the Mayor and Vice-Mayor who shall be elected by a majority of Council members present which shall take place at the first meeting in January and begin acting at the second meeting in January of each year. These votes shall be by ballot and read aloud at the completion of the ballot by the Clerk of Council. The Mayor of Council will preside at all the meetings unless absent, at which time the Vice-Mayor will preside. The most senior Council member will preside in the absence of the Mayor and the Vice-Mayor. If there is a tie vote for the Mayor and/or Vice-Mayor, the current Mayor and/or Vice-Mayor shall continue to serve until the tie can be broken. In addition, the Mayor will review, coordinate and finalize the agenda, and will further insure that the Committee Reports are prepared and ready for Council meetings.

RULE 1.2  **Mayoral Terms:** Both the Mayor and Vice-Mayor shall serve one-year terms. The Mayor and Vice-Mayor shall be elected (and may serve consecutive terms) by a majority vote of Council members present.

RULE 1.3  **Resignation of Mayor:** In the event that the Mayor resigns as an officer of Council or is no longer able to serve as Mayor, the Vice-Mayor shall assume the role of the Mayor for the remainder of the unexpired term. With the vacancy created by the Vice-Mayor becoming Mayor or by the resignation of the Vice-Mayor, Council shall vote to fill the Vice-Mayor position at the next scheduled meeting.

RULE 1.4  **Order of Business:** The order of business of the Council meetings shall be:

A. Pledge of Allegiance
B. Invocation
C. Roll Call
D. Approval of Minutes
E. Commendations, Appointments, Special Announcements
F. Reports
   1. Administrative Report (City Manager or Acting City Manager)
   2. Clerk of Council
   3. Economic Development Director (1st meeting of month)
   4. Parks & Recreation Report (2nd meeting of month)
   6. Committee Reports (2nd meeting of month)
G. Hearing of Citizens
H. Resolutions
I. Ordinances
J. Comments from the City Manager and Council Persons and General Discussion
K. Adjournment

RULE 1.5  **Council Speaking:** Each Council person, before speaking upon any subject, shall address the presiding officer and be recognized.
RULE 1.6  **Others Speaking**: Anyone, other than a Council member, may address the Council by the consent of the presiding officer and shall be limited to five minutes unless approved by a majority of the Council members present.

RULE 1.7  **Voting**: Each member of Council shall be required to vote upon all questions before the Council unless a member abstains due to a conflict of interest. An abstention reduces the number of members of the legislative body by the number of Council members who abstain.

RULE 1.8  **Voting Procedure**: The number of Council votes necessary to conduct business is set forth in the Council Voting Procedure, which is fully incorporated herein.

RULE 1.9  **Quorum**: A majority of all members of Council shall be considered a quorum for the conducting of business, and a majority vote of all members of Council is necessary for the passage of ordinary legislation. A lesser number may meet and adjourn to a date and time certain.

RULE 1.10  **Agenda**: The Clerk of Council will prepare and make available to each Council member, the agenda of regularly scheduled Council meetings and Work Sessions at least three business days prior to each regular meeting. Persons desiring to introduce legislation will deliver the original of such legislation to the Clerk of Council by noon, four business days preceding the regular meeting. Proposed legislation submitted later than noon, four business days prior will be placed on the agenda for the next subsequent regular Council meeting, unless the legislation is of an emergency nature, in which case, if Council shall consent, which requires a three-fourths vote of all Council members present, it shall be presented at the meeting for which the filing deadline was not met. Clerk or a sponsor of the consent legislation shall give advance notice to Council Members of the consent legislation prior to the meeting at which it will be presented. Council may not present to the Clerk any changes to the proposed minutes of the preceding meeting after 5:00 p.m. on the day before Council is scheduled to vote to approve said minutes. (Effective March 1, 2016)
SECTION 2  MOTIONS

RULE 2.0  **Purpose and Form**: Motions shall be used only to expedite the orderly transaction of the business of Council and shall not be substituted for resolutions or ordinances. The form of all motions shall be "I move that" followed by the substance of the motion. No second shall be required for any motion except as specifically provided for in a rule. Upon demand of any member, any motion shall be reduced to writing. Any such motion may be withdrawn by the maker before it has been amended or voted upon. When a motion is made, it shall be stated by the presiding officer before any debate shall be in order. All motions shall be included in the minutes.

RULE 2.1  **Precedence of Motions**: When a question is before the Council, no motion shall be entertained except the following:

A. To adjourn
B. To fix the hour of adjournment
C. For the previous question
D. To postpone to a day certain
E. To postpone indefinitely
F. To refer to a committee
G. To amend

These motions shall have precedence in the order indicated. The motion to adjourn and the motion for the previous question shall be put to a vote without debate; the motion to fix the hour of adjournment shall be debatable only as to the time of such adjournment and all other motions shall be debatable.

RULE 2.2  **Motion to Adjourn into Executive Session**: After a motion to adjourn into Executive Session, there must be a second to the motion.

RULE 2.3  **Motion for the Previous Question**: The motion for the previous question shall require a majority vote of all members present on Council; shall be considered only once; may be renewed after intervening business; shall take precedence over all debatable questions and shall be in order to prevent amendment of undebatable questions. When the previous question is moved, it shall be put as follows: "Shall the main question be now put?". There shall be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the question, "Shall the main question be now put?" be decided in the negative, the main question remains before the Council.

RULE 2.4  **Motion to Postpone to a Day Certain**: A motion to postpone to a day certain shall require a majority vote of the members present; shall be subject to reconsideration; may be renewed after intervening business; shall be debatable as to the propriety of the postponement but not upon the merits of the legislation; and may be amended by changing the date. Upon the arrival of the date to which postponed, the legislation shall be considered in the regular order of business of that day.

RULE 2.5  **Motion to Postpone Indefinitely**: The motion to postpone indefinitely shall have the same effect as motion to lay on the table, and shall require a majority vote of all members present on Council. Motion to postpone indefinitely shall not be reconsidered; shall be debatable and shall open the legislation to debate; may be renewed after intervening business and may not be amended or laid on the table, and shall be subject to previous question.
RULE 2.6  **Reconsideration**: After the decision of any question, any members who voted with the prevailing side may move a reconsideration of any action at the same or the next succeeding meeting, provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require a majority vote of all the members present on Council. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration hereof shall be made without a three-fourths vote of members present of Council.
SECTION 3  ORDINANCES AND RESOLUTIONS

RULE 3.0  Resolution: A resolution is the formal, written enactment of a municipal legislative authority of a less permanent nature, not prescribing any permanent rules of conduct and usually required or applied to the preliminary declaration of legislative intent to be effectuated by the subsequent passage of an ordinance, or for the disposition of a specific matter not required by statute or charter provision to be done by ordinance.

Resolutions which do not involve the expenditure of money may be adopted by a majority vote of the members of Council following a single reading by title only, and such resolutions shall become effective immediately upon their adoption. However, if passed by a majority vote of members present, such resolutions may also be read at a second and/or third subsequent meeting. Resolutions which involve the expenditure of money shall require three readings on three separate days, unless a reading has been dispensed with by a three-fourths vote of all members of Council.

RULE 3.1  Ordinance: An ordinance is the formal, written enactment of the legislative authority of a municipality in the exercise of a governmental power vested by the Constitution or statutes in the municipality for the regulation of the conduct of its citizens or others subject to its control, and intended to be of permanent duration.

A. On First Reading
   1. Legislation is introduced to the public.
   2. Council and Administration comments are heard.
B. On Second Reading and Public Hearing
   1. Legislation may be read in full and comments from the public, Council and Administration are heard.
C. On Third Reading
   1. Legislation shall be voted on for passage by Council.

Exception 1: Pursuant to Chapter 1131 of the Codified Ordinances of the City of Marysville, a public hearing must be held for all zoning amendments, which would require a second public hearing that may be held at Council’s third reading.

Exception 2: There may be exceptions where a citizen’s comments may be heard at 3rd Reading. Citizens wishing to speak at 3rd Reading are required to contact the Clerk in advance of the meeting, and may only be heard with the consent of the presiding officer.

RULE 3.2  Introduction: Ordinances and resolutions shall be introduced in the Council only in typewritten form, with name of the member or the City Manager introducing the same endorsed thereon. Planning Commission may sponsor legislation specific only to zoning amendments or mandated recommendations to Council, only if unable to secure a sponsor from the City Manager or Council members.
RULE 3.3 **Form:** The enacting clause of all ordinances shall be "BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARYSVILLE, OHIO", except those submitted by initiative petition, which shall be "BE IT ORDAINED BY THE PEOPLE OF THE CITY OF MARYSVILLE". The enacting clause of all resolutions shall be "BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARYSVILLE, OHIO", except those submitted by initiative petition, which shall be "BE IT RESOLVED BY THE PEOPLE OF THE CITY OF MARYSVILLE". All legislation before introduction shall be presented by the Clerk of Council in typewritten form. No ordinance or resolution or section thereof shall be revised or amended unless the new ordinance or resolution contains the entire ordinance or resolution, or section revised or amended, and the original ordinance, resolution, section, or sections so amended shall be repealed.

RULE 3.4 **Emergency Measure:** If any emergency measure attached to an ordinance or resolution fails to receive a two-thirds affirmative vote of all members of Council, such measure shall cease to be before the Council as an emergency measure and shall have the standing that a measure would have had if it had not been read as an emergency measure.

RULE 3.5 **Introduction and Reference to a Committee:** All ordinances and resolutions shall be read by title only the day when introduced. Such legislation may be referred by the presiding officer to a Work Session, or an appropriate committee or committees, or may be referred by a vote of three members of Council. Such reference shall be reported back to Council on a date certain determined at time of referral, where it shall be heard on second reading. The committee or committees so referred shall, after due consideration, report the same back with or without proposed amendments and with recommendations for approval or disapproval. Written reports, including a minority report, if any, may be prepared and given to the Council Clerk in time to be placed in Council’s packet for the next regularly scheduled meeting.

RULE 3.6 **Other Matters Referred:** Other matters, not yet in prepared legislation, may be referred by a Councilman or City Manager, to a Work Session or standing committee. All matters referred to Work Session or committee shall be placed on the committee agenda. If the committee recommends legislation, it shall be placed on Council’s agenda for first reading when it is reported to Council.

RULE 3.7 **Reference to Committee on Second or Third Reading:** Any pending legislation may, by a vote of a majority of the members present on Council, be referred to any committee under these rules, or to any appropriate committee designated in the motion to refer. When referred back to the Council, such legislation shall have the same standing as it had at the time when referred.
RULE 3.8  
**Three Readings:** No ordinance or resolution shall be passed until it has been read on three separate days, unless the reading on three separate days has been dispensed with by a three-fourths vote of all members of Council. An exception to this rule is a resolution which does not involve an expenditure of money, per Rule 3.0 of these Rules of Council.

Furthermore, at second and third readings, all resolutions and ordinances shall be read by title only unless Council, by majority vote of all its members, requires a reading in full.

At the second reading, comments from the public shall be heard.

As an exception to the forgoing, matters of condolence, commendation, or congratulations shall be read in full, adopted by voice vote, and upon acceptance by Council, shall be included in full in Council minutes.

RULE 3.9  
**Amendments:** It shall be in order to amend an ordinance or resolution at any time when not in the hands of a committee; but if amended on or after its second reading it shall again be read as the second reading thereof. Errors in copying or writing, apparent on the face of an ordinance or resolution, or which do not affect its substance, may be corrected by the Clerk of Council without a Motion to Amend. A majority vote of Council members present shall be necessary for the adoption of an amendment to any legislation pending before the Council.
SECTION 4 COMMITTEES

RULE 4.0 **Standing Committees**: The following committees shall be the standing committees of this Council, which standing committee will have referred to it legislation or items for consideration for legislation concerning the divisions and departments of this City listed after their name, or as otherwise suggested in the referral. No committee shall be comprised of solely at-large Council members or ward Council members during their respective election years.

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| Finance                    | Finance/Audit Committee  
|                            | Review and accept monthly finance report per voice vote  
|                            | Boards, Commissions, Committees, and Recognition Resolutions and Personnel issues.                      |
| Public Service/ Public Safety | Streets and Sanitation,  
|                             | Engineering, Division of Wastewater,  
|                             | Parks and Recreation,  
|                             | Division of Water,  
|                             | Buildings &Grounds, and  
|                             | Police and Fire |

RULE 4.1 **Committee Assignments**: The Mayor will assign all committee members and nominate committee chairpersons not later than the second council meeting in January. Committees shall not have exact duplication of membership. Mayor and Vice-Mayor shall not be assigned to more than one committee. The nomination of the chairperson will be confirmed or denied by the members of the committee at the first meeting. If the majority votes against the nomination, the committee members will nominate and vote upon their choice for chairperson at the same meeting. Committee meetings shall be open to the public and a Council Member who is not assigned to the Committee may attend only for informational purposes, and he or she may not participate (discuss, inquire, or deliberate) in the meeting.

RULE 4.2 **Committee Agendas**: An agenda for each meeting shall be made available to the public prior to a scheduled meeting. The meeting shall be advertised as a Committee Meeting/ Special Council Meeting to allow additional Council members to attend and participate in discussions during the meeting. The agenda for every committee meeting will be sent to all Council members. Minutes shall be recorded and made available to the public. A draft copy of the minutes shall be made available to every council member when completed.

RULE 4.3 **Ad Hoc Committees**: Mayor may appoint Ad Hoc committees as necessary to deal with matters that do not fall under the purview of standing committees or with matters that cut across several committees, or with affairs that involve a single unusual instance or matter needing attention.

RULE 4.4 **Board & Commissions**: Mayor may appoint a single council member to act as a liaison between Council and one or more City Commissions or Boards and shall be authorized to assign specific duties as he deems necessary.
SECTION 5  WORK SESSIONS

RULE 5.0  **Purpose & Time:** The City Council shall convene in Work Session on the first Monday of each month, at a time and location to be made available to the public along with the agenda. If a meeting falls on a holiday for which City Hall is closed in observance, the meeting will take place on the following day (Tuesday) at the same place and time.

The primary purpose is to familiarize City Council members with issues, projects, and other matters to include (but are not limited to):

A. Discussion of legislative proposals;
B. Receipt and review of committee reports; and
C. Receipt and review of legislative requests and communications from the members of Council and executive departments/divisions.

RULE 5.1  **Legislation:** City Council reserves the right to read, deliberate, and/or vote on the passage of legislation at a Work Session. If at a Work Session a piece of legislation to be heard at first reading had not been placed on the agenda, it may only be heard by consent, requiring a three-quarters vote of all members of Council present. Legislation scheduled at a subsequent Council meeting for second or third reading may not be heard by consent at a Work Session.
SECTION 6 EVALUATION OF CITY MANAGER AND CLERK OF COUNCIL

RULE 6.0 **Responsibilities:** City Council shall be responsible for completing the annual evaluations of the City Manager and Clerk of Council and providing the finished forms to Human Resources (HR). The evaluations are based on the calendar year. HR shall provide a “reminder” to the Mayor, each year on or around December 1st and no later than the first Council meeting of December to prompt the start of the evaluation process. This HR reminder shall be by email and will include the appropriate forms. Form HR-2/CM is used for the City Manager and form HR-2 is used for the Clerk of Council. This email shall include a courtesy copy to each Council member so they are made aware the process has started. The Mayor is responsible for collecting input from each Council member regarding the evaluations.

RULE 6.1 **Recommendations:** Each Council member shall provide their recommendation to the Mayor (by December 31st of the reporting period) for both the City Manager and Clerk Council, and using the appropriate forms provided by HR. Due to the timing of this process, Council members not responding by the deadline will not have their input on the final form. Council recommendations may include a rating under each Performance Factor (the 1 through 15 rating, under Section 2), a rating for an Overall Performance (also the 1 through 15, under Section 3), and/or comments to be placed in Section 4 of the forms.

RULE 6.2 **Final Rating:** The Mayor shall average the ratings given under the Performance Factors (Section 2) and Overall Performance rating (Section 3) to establish the “recommended rating.” The Mayor has far more interaction with the City Manager and Clerk of Council under our form of government. The Mayor shall use the recommended (average) ratings collected from contributing Council members, and he/she may also adjust the 1 to 15 scoring by a maximum of two (2) points in either direction (up or down). This shall become the single, final rating placed on the final evaluation form.

RULE 6.3 **Comments:** For the City Manager evaluation, the Mayor shall also include all comments provided by Council members in the “Other Council Member Comments” (Section 4) or via an attachment. For the Clerk of Council, additional Council comments may be included in the Section 3 narrative area. All comments on either form shall be attributed to the applicable Council member.

RULE 6.4 **Completion:** The completed evaluation forms shall be used during respective meetings between the Mayor and City Manager and Clerk of Council, to review their annual evaluations. The meeting with the City Manager will include the Mayor, the Vice-Mayor and other Council members that may request through the Mayor to be included in the meeting. There will not be, however, more than three members present at this meeting in order to comply with public meeting law. This review shall be accomplished by the second Council meeting in January. The Mayor shall route the completed forms to HR and make the final version available to all Council members. HR shall ensure the form is filed and considered for executive merit program as applicable per City Policy.
SECTION 7  

**ANNUAL REVIEWS OF RULES OF COUNCIL**

**RULE 7.0  **Annual Review: On an annual basis, the Council shall review Rules of Council. Any changes will be in effect immediately following the passage of a Resolution supported by a majority of Council members. If the changes are not approved by a majority of members, the existing Rules of Council remain in effect. Rules of Council may be amended at any time as deemed necessary by Council.

**RULE 7.1  **Compensation: In accordance with Ordinance 35-19, beginning in 2021, Council shall formally review compensation for its members prior to May 1st on a biennial basis.
LEGISLATIVE HISTORY

The above Rules of Procedure were adopted at the May 13, 1982 meeting of Council.

Rule 1.1 was added; Rule 19 was amended; Rules 19.1 and 19.2 were added during March 24, 1983 meeting of Council.

Rule 2 was amended; Rule 12 was amended; Rule 16 was amended; Rule 19 was amended; Rule 24 was deleted during March 14, 1985 meeting of Council.

Rule 2A., E. and F. were amended during April 1986 meeting of Council.

Rule 25 was amended February 9, 1989.


Rule 3 amended January 9, 1992
Rule 19 amended January 9, 1992

Rule 8 amended January 13, 1994

Rule 19.2 amended August 11, 1994

Rule 26 amended December 8, 1994

Rule 1.1 amended November 9, 1995

Rule 1.1 amended October 24, 1996
Rule 2(c)(7)(8) amended October 24, 1996

Rule 26 amended December 12, 1996

Rule 1.1 amended June 14, 2001
Rule 1.2 and 1.3 added June 14, 2001
Rule 2, C & G amended June 14, 2001
Rule 5 amended June 14, 2001
Rule 8 amended June 14, 2001
Rule 9 amended June 14, 2001
Rule 16 amended June 14, 2001

Rule 19.1 amended June 14, 2001
Rule 19.2 amended June 14, 2001
Rule 20 amended June 14, 2001
Rule 21 deleted June 14, 2001
Rule 24 amended June 14, 2001
Rule 25 amended June 14, 2001

Rule 1 amended June 27, 2002

Rule 21 added June 27, 2002
Rule 22 amended June 27, 2002

Rule 1.2 amended July 11, 2002

Rule 8 amended January 23, 2003

Following rules were amended June 27, 2004:
Rules 1, 1.1, 1.2, 2(C, E, F, G) 4, 10, 12, 14, 15, 16, 19, 19.1, 20, 23*, 25*, 26*

Following rules were deleted June 27, 2004:
Rule 7*, 22*, 24*

Following rules were added June 27, 2004:
Rules 6*, 10.1, 27*

* Due to the addition of Rule 6, rule numbers were adjusted accordingly.

* Due to the deletion of Rules 22 and 24, the rule numbers were adjusted accordingly.

Rule 2 amended March 24, 2005
Rule 22* added March 24, 2005
Rule 26 amended March 24, 2005

Due to addition of Rule 22, rule numbers were adjusted accordingly.

Rule 2. C. amended February 9, 2006
Council Voting Procedure amended February 9, 2006

Rule 2, G. amended January 25, 2007

Rule 1.2. amended October 8, 2009

Rule 2, E. amended November 3, 2009

Rule 23 amended March 11, 2010
Rule 24 amended March 11, 2010

Following rules were amended February 24, 2011:
Rules 1.1, 2, 5, 8, 15, 19

Following rules were amended March 10, 2011:
Rules 1.3, 19, 26

Rule 2 amended April 14, 2011

Council Voting Procedure amended February 24, 2011

Following rules were amended March 8, 2012:
Rules 2A, 2B, 2.H.1, Rule 23

Council Voting Procedure amended March 8, 2012

Following rules were amended on February 14, 2013:
Rules 8, 25, 26

Rule 9 repealed February 14, 2013

Following rules were amended on March 28, 2013:
Rules 2.G., 7, 18, 23

Following rule was amended on September 12, 2013:
Rule 19

Following rule was amended on March 13, 2014:
Rule 8

Following rule was amended on April 10, 2014:
Rule 2, H. 2.

Following rules were amended on March 26, 2015:
Rule 19.1 and 26

Following rule was amended on May 28, 2015:
Rule 19

Following rules were amended on January 28, 2016:
Rule 1; Rule 1.1; Rule 1.2; Rule 8; Rule 10; Rule 26

Following rules were amended on February 27, 2017:
Title, Rule 19

Following rules were amended on June 11, 2018:
Rule 2E; Rule 8; Rule 19; Rule 20; Rule 27; Rule 28; Rule 29; Rule 30

Following rules were amended on February 11, 2019:
Rule 1; Rule 1.1; Rule 8; and removal of Rule 26


February 10, 2020:
The Order of Business was altered.
Committee Meetings are no longer advertised as Special Council Meetings; additional Council Members may attend for informational purposes only.
Annual review of compensation was listed as a rule.
**Attachment D**

**Water Treatment Plant**

The construction of a new water treatment plant, replacing the City's existing plant located at 409 N Main St. The existing plant is rated for 4 million gallons per day (MGD) and has been in operation since 1891. The new plant will have a capacity of 7.5 MGD, serving the needs of our community for many years to come.

**SR 4 Paving**

ODOT funded and managed project to pave SR 4 from Scott Farms Blvd to the Union County northern border. The City’s portion is estimated to be $22,500 which is 20% of the work within the City limits.

**Estimate:** $3,161,476

**Schedule:** Summer

**Scott Farms Traffic Signal**

Install a traffic signal at the intersection of SR 4 and Scott Farms Blvd. This project will use a combination of City/Developer funding and is associated with their proposed multi-family development on the Ohio Grain Site.

**Estimate:** $250,000

**Schedule:** Spring - Late Fall

**Water Treatment Plant**

**Columbus Ave Improvements**

This project will improve Columbus Ave adjacent to the new Woodsdale Development by adding a center turn lane, curbs, sidewalk, a shared use path, street lights, curb and street trees. Funding is provided by a Tax Increment Financing (TIF) district that has been established as part of the development.

**Estimate:** $3,090,000

**Schedule:** Summer 2020 - Late Fall 2021

**SR 31 Widening, Phase 2**

This project will reconfigure the exit ramp for US 33 WB at SR 31. Two traffic signals will be added and Northwoods Blvd will be extended to intersect with SR 31. Grant funding accounts for 75% of the total construction cost for this project.

**Estimate:** $3,338,530

**Schedule:** Spring - Late Fall

**Fairwood Ave, Water Main**

Replace the existing cast iron water main on Fairwood Ave. Funding is provided by the City’s Water Improvement Fund.

**Estimate:** $100,000

**Schedule:** Spring - Fall

**Town Run Watershed, Phase 1**

Replace an existing field tile north of the Adena Pointe subdivision with a stormwater relief swale capable of conveying flood water away from homes and discharging to the Town Run. Funding is provided by the City’s Stormwater Fund.

**Estimate:** $415,000

**Schedule:** Summer/Fall

**Scottslawn Traffic Signals**

Install traffic signals at the exit ramps from US 33 EB and WB at the Scottslawn Rd Interchange. Funding is provided by the City’s Capital Reserve Fund.

**Estimate:** $600,000

**Schedule:** Summer/Fall

**Pavement Maintenance**

This annual project includes asphalt resurfacing for City-maintained streets. Streets are evaluated annually and assigned a rating based on condition. Streets are then prioritized and included in the program as funding allows.

**Estimate:** $500,000

**Schedule:** Summer/Fall

**Pump Station #2**

The construction of a new wastewater pump station to replace the City’s Pump Station #2 which has been identified as undersized and a limiting factor in the City’s ability to provide wastewater service to Jerome Township and the Southeastern portion of the City’s service area. Funding is provided by the Wastewater Improvement Fund.

**Estimate:** $6,500,000

**Schedule:** Summer/2021