

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
March 28, 2016

President Doug Joseph called the meeting to order at 7:40 PM

PRESENT: Joseph, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens, Cotner

Approval of Minutes

- a. City Council – Ad Hoc Committee Meeting – March 7, 2016

Minutes stand approved.

Approval of Agenda

Ad Hoc Committee to Review Chapter 160 & Council Rules

45-16

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: SECTION 160.03 “SALARY SCHEDULE” SUBSECTION (A) “FULL TIME EMPLOYEES” AND SUBSECTION (B) “SENIOR POLICE MANAGEMENT” OF CHAPTER 160 EMPLOYEE COMPENSATION AND DECLARING AN EMERGENCY.
--- Cotner. Finance Committee.

Council President Joseph: I believe that Council did receive the communication from the Mayor about his intent to have that be retroactive to the beginning of the year, and that those increases are in the Budget. Mayor, in real dollars, what increase is that over last year for the 160? Do you know that?

Mayor McCloud: In terms of salary?

Council President Joseph: Not in terms of percentage, but what the actual dollar shift is.

Mayor McCloud: I do not know that off the top of my head, President Joseph. I will get that to you.

Council President Joseph: That was the last question I had.

Mayor McCloud: If you asked me that last week, I apologize for not getting that to you.

Council President Joseph: I am curious what the dollar shift is from last year. Yes, Mr. Harris.

Mr. Harris: I will go ahead and get that for you and send you a note on it this week.

Council President Joseph: I understand it is in the budget, it would just be easier if you could give us that raw number. Thank you. Any questions for anyone?

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Council Rules

Council President Joseph: Next are the Council Rules. We did get another revised copy from the Clerk, who has been working with the City Attorney. We will just simply go over those additional recommended changes, starting with Item 3. April, if you want to briefly talk about these and why they were suggested.

Ms. Beggerow: Mr. Hood went through to page six, and we got together and he shared some input and I thought they were good ideas and made the changes.

Council President Joseph: Page 3, Item C, 1, we have lined out "therefore on standard form to be provided by clerk." How will that be done now? What are the options.

Ms. Beggerow: Generally the news media, once a year or so, will send me a notification saying they want to stay on the mailing list. Therefore, I do not have a form that I send to these people. They send me information asking to be kept on. It is almost a standard form they send me.

Council President Joseph: Any questions for the Clerk on that item? We have two additional changes on page 5. First, under "Definitions", E, 4, the new term is meeting, means any prearranged discussion of the public business of Council, by a majority of its members. Mr. Hood, I assume that is just tightening up the definition so it is clear it has to form a quorum?

Attorney Hood: This reflects the Open Meetings Act in chapter 149 of the Revised Code. For some reason, when the Council Rules were adopted last, or when they adopted this addition, they did not go on to add the second phrase, so I believe that is an appropriate change.

Council President Joseph: Ok, and then the second part was 8, Quorum or a meeting of Council, it says to four members, so that is just being consistent with the rules? On page six, three changes. Under section 3, Clerk of Council, "prepare a record of proceedings of all Council meetings which shall be termed the minutes or journal, and be the custodian of such records, meetings of City Council shall be recorded and recordings made of meetings shall be retained in accordance with the City Records Retention schedule", and we lined out "for one year". What is that now in the City Record Retention Schedule?

Ms. Beggerow: It is for one year. The recordings are maintained for a year.

Council President Joseph: Does that vacillate from time to time as to what the period is?

Ms. Beggerow: It can. It should not anytime soon. Our Retention Schedule says one year after the minutes have been transcribed. It has been that way for a while, and I do not anticipate it changing, but we may decide to change and hold them for three years.

Attorney Hood: The thought is that there was a redundancy in the Council Rules, and also the Records Commission Schedule. The Mayor, myself, and the Auditor are the Records Commission. We meet at least semi-annually to review our schedule to see what changes need

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to be made. Your Clerk, is also the Secretary of the Commission, so we are talking about these things at least twice a year. So, the thought was, if the Commission thinks they need to be held longer, they could be held longer without changing the Council Rules. Not that we have any intent in doing so, it was just to clear up the redundancy.

Council President Joseph: Very good. Any questions by anyone on Council regarding that definition? The change in Section 3, D, we simply change it from any Council Member to City Officer or Official. Section 4, adding a section under Assistant Clerk of Council, "the Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence, or at their request".

Ms. Beggerow: I do still need to have Mr. Hood look at that.

Council President Joseph: I think we are just putting it in officially to match what we have had happen in the past, when we have had a vacancy, we have had the Assistant Clerk do the duties of the Clerk.

Councilman Long: President Joseph, if we are going to strike the word "to" from the title of the section, we should also strike it in the first line.

Council President Joseph: April, please make a note of that, and make that change as well.

Ms. Beggerow: Your Article 4 is basically that the old Article 4 has been stricken, quorum moved, and the other items moved to...

Council President Joseph: What page were those moved to?

Ms. Beggerow: Still page six, under "Assistant Clerk of Council", all those definitions have been moved to page 13, under section 6.

Council President Joseph: We have one more set of changes on page twelve, where we simply renumbered.

Ms. Beggerow: Yes, from four down, all the way through.

Council President Joseph: Ok.

Attorney Hood: President Joseph, none of those definitions were changed or amended. We just simply renumbered them in what April and I think were a more logical location. Someone that may not be familiar with the rules, but that may want to reference them, where we put them or proposed to put them, makes more sense than where they are currently.

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Councilman Long: Jed, on page five where we have defined the meeting of a quorum, and a quorum is any meeting of Council, shall consist of four members of Council; should we also put something in there accounting for a quorum of a committee, which would be three members of...

Attorney Hood: I would certainly leave it up to you. That I guess is presupposing that the Committee is made of four members, which has not always been the history here. The nice thing about our rules is, if they are silent to something, then Robert's Rules technically kick in to fill the gaps. So, a quorum, under their definition would be a majority of the body. So, it depends on whether that satisfies you or not.

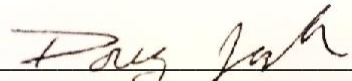
Councilman Long: I am asking what is proper.

Attorney Hood: I think it is something that you all should discuss, but the only caution I would give you is that we have not always operated under committees of four.

Council President Joseph: Any questions on that? Any questions on any of the new recommended revisions, tonight? Ok. What we will do is, we will continue the discussion in next week's meeting, after regular committees. We will take a look at another document with these changes, with any additional changes that may be proposed in the meantime, and resume discussion at that point.

Adjournment


April L. Beggerow, Clerk of Council


Doug Joseph, President of Council