

**City of Willoughby Hills
Organizational Meeting of the
2014 Charter Review Commission
Thursday, June 26, 2014
City Council Chambers**

6:10p- **Mayor Robert Weger** gave the Oath of Office to 8 of the members of the 2014 Charter Review Commission (herein the "Commission"). **Mayor Weger** then called the meeting to order and opened the meeting by taking nominations for Chairperson of the Commission. Both **Mr. Andy Gardner** and **Mr. Jim Walsh** were duly nominated and seconded. Both **Mr. Gardner** and **Mr. Walsh** accepted their nominations. A vote was taken and **Mr. Gardner** was elected by majority vote of the Commission members as the Chairman of the Commission, with **Mr. Gardner** and **Mr. Walsh** abstaining.

Mr. Gardner then opened the floor for nominations for vice-chairperson of the commission. **Mr. Walsh** was nominated by **Dr. Steve Atkins** (the nomination was seconded by **Mr. Jerry Wolanin**). With no other nominees after three requests, **Mr. Walsh** was elected by majority vote of the Commission members as the Vice-Chairman of the Commission, with **Mr. Walsh** abstaining.

For future meetings an appointed secretary will take minutes for the Commission. However, a volunteer secretary was needed to record minutes for tonight's meeting. **Dr. Atkins** volunteered to take minutes for the first Commission meeting.

At this time **Mrs. Tanya Taylor-Draper** was given the Oath of Office and joined the meeting.

A role call vote of the Commission Members in Attendance was taken: **Stephen Atkins, Andy Gardner, Joyce Grady, C.J. Latsa, Judy Shrefler, Sandy Taddeo, Tanya Taylor-Draper, Jim Walsh** and **Jerry Wolanin** were all now present.

Mr. Gardner asked **Willoughby Hills Law Director Tom Lobe** to address the Commission and review the duties and responsibilities as outlined in Section 5.6 of the City's Charter. **Law Director Lobe** then discussed Section 5.6 and other relevant matters.

Law Director Lobe specifically noted that under Section 5.6, the Commission must:

1. Request input from the City's various committees, boards, commissions, departments and employees.
2. Hold public hearings to consider recommendations of electorate. Each meeting should have a "Public Portion" input section, typically limited to three (3) minutes per speaker, but there also needs to be formal public hearings.

3. If determined appropriate by the Commission, formulate recommendations and submit them to the City Council to be submitted to the Board of Elections for the next November general election. Draft needs to be to board of elections by August 8, 2014* in order for the Lake County Board of Elections to prepare ballots and in different languages.

***Mr. Walsh** noted that the charter states September 1st. **Law Director Lobe** clarified although correct, the Board of Elections requested more time and would like the a change in the charter deadline to August 8th.

Law Director Lobe also reviewed Ohio's 'Sunshine Laws'- all business is to be conducted in 'the sunshine':

-Cannot discuss business outside a public meeting, this includes e-mail discussions. E-mails with information can be sent, but discussion and comments need to wait until the meeting.

-No more than 4 committee members can meet without public notice. Five members is considered a quorum at a meeting.

Mr. Walsh asked for clarification as to the Commission member's term of office.

Law Director Lobe confirmed **Mr. Gardner's** understanding that the Commission can meet up to election date even if they cannot accomplish Sept. 1st deadline. They can also make recommendations. It would be up to Mayor, City Council, and Commission members to be re-nominated for a 2015 Charter Review Commission.

The Commission then discussed future meeting times. The Commission reached consensus to meet bi-weekly on Monday and Tuesday evenings at 6:30p in Council Chambers with the next meeting scheduled for **Tuesday, July 1, 2014 at 6:30 PM.**

The Chairman and Vice Chairman will prepare the agenda for each meeting.

The Commission agreed to send a memo to City government members including boards, departments and City Council members for suggestions and input on problematic provisions within the City's Charter or for the need for clarifications of existing provisions. The deadline for response to this memo will be July 15, 2014 and City officials, board and commission members and employees would be invited to speak at the July 15, 2014 Charter Review Commission meeting. **Mr. Wolanin** and **Mr. Walsh** agreed to draft the memo for the Commission's approval at the July 1, 2014 meeting.

The Commission then reached consensus for July 14 & 15, 2014 as the dates of public hearings. The notice will be posted by council clerk. **Mrs. Joyce Grady** and **Mr. C.J. Latsa** agreed to assist in the coordinating such notification, contacting local newspapers, city's cable station, and other media they feel necessary.

Members that may be out of town for meetings can pass along their input to the commission for discussion during meetings.

At this time **Mrs. Taylor-Draper** asked if the Commission could receive some training regarding municipal government and City Charters. **Law Director Lobe** agreed to make a presentation at the beginning of the July 1, 2014 meeting. **Law Director Lobe** also made himself available to the Commission to answer any necessary questions. His cell phone number is 440-725-5410 and his e-mail is: Tomlobe@yahoo.com. He is available any time and urged members to contact him if they had any questions.

As City Council was meeting at 7:00, this evening, at 6:49 PM, **Mr. Gardner** opened Public Portion:

1. Robert Kowalski - 2585 Timberline Dr.- Suggested to members they read old minutes and encouraged them to seek public input at every meeting.
2. Councilman David Feibig- 35701 Hanna Rd.- Offered congratulations and offered direct access: phone number: 440-488-3264 addressing any questions or concerns, "Don't hesitate to call".

At this time, **Law Director Lobe** handed each member a copy of "*Municipal Home Rule and Charters*" by John E. Gotherman. Recommending it as an excellent source for helping to understand municipal government, including the Charter's role as the document governing the City.

Mr. Gardner made a final request to determine if anyone wanted to come forward for Public Portion and, having nobody come forward, closed Public Portion at 6:56 PM.

Upon a Motion, duly seconded, the Commission voted unanimously to adjourn the meeting. The meeting adjourned at 6:57 PM.

Minutes respectfully submitted by

Stephen D. Atkins, D.D.S.
Secretary

