

Canal Winchester

*Town Hall
10 North High Street
Canal Winchester, OH 43110*



Meeting Minutes - FINAL

August 17, 2020

5:30 PM

Rules Committee

*Jill Amos - Chair
Chuck Milliken - Vice-Chair
Mike Coolman*

A. Call To Order *Amos called the meeting to order at 5:30 p.m.*

B. Roll Call *Present 3 – Amos, Coolman, Milliken*

C. Approval of Minutes

MIN-20-30

9-16-19 Rules Committee Meeting Minutes ([Rules Committee Minutes](#))

A motion was made by Coolman to approve MIN-20-30, seconded by Amos. Motion carried by the following vote:

Yes 2 – Coolman, Amos

Abstain 1 - Milliken

D. Also In Attendance *Matt Peoples, Bob Clark, Mike Walker*

E. Items for Discussion

20-167

Council Rules Review ([Council Rules](#))

Amos read the items city officials requested to discuss. First item: Remove the duplication of verbal staff reports from Work Session and Council meeting. The rules do not specifically include a work session agenda order but we think it can still be addressed during this meeting. Coolman: I like this suggestion; other department managers give their reports on the second meeting of the month; the directors give a report every meeting; so when we are done with work session we have already read the reports; and for the sake of a cleaner agenda for council, there is nothing in the charter that talks about a work session agenda; it only outlines how a council agenda should be done; so to make it cleaner, let's not duplicate it; and just put it on council. Amos: I agree and I think we can tie in item number three; "Condense the various staff reports to reports from city officials and staff..."; my only concern with that one is when the public goes to look at the reports, on the actual minutes it should be broken out by the staff members so if you are looking specifically for the arborist report you can click on it; as far as the agenda I agree in can be condensed down. Coolman: I talked with Amanda Jackson about that one specifically she said it saves us from having to do a roll call for directors some might be on vacation and some might not have a report; I went further and looked how other communities do it; I would say it is a 50/50 split; some do it how we do, and some put in the reports of city officials; therefore it could be all, a few, but it's a report that is relative to the agenda; and I like that; it's a little bit cleaner. Amos: I think when we post a staff agenda but there is not one for it, it makes it look like we forgot something, and the public isn't aware. Milliken: I think this is an obvious one, the directors are coming up and saying there is nothing else to add to their report, I agree it can be smoother. Amos: We are OK with this being condensed down to council instead of council and work session; we will ask for it to state staff reports, but we ask that during minutes it be broken down by person for easier access. Coolman: so just have the staff reports on the council agenda. Amos: Correct. OK, the second item they asked for discussion is "Remove either Items for Discussion or Old/New Business from the work session agenda." Amos: Agree, tend to not know where to talk. Coolman: The agenda right now have both, and they are the same thing Amos: Any suggestions on where they should fall? Coolman: Old/New Business. Milliken: I would just do Old/ New Business. Amos: So we are in agreement that on the work session agenda that it be limited to Old/ New Business and remove Items for discussion. Coolman: for council too; well I guess she just has on here work

session. Amos: I will write on here, if applicable. OK and the last one, "Define a "communication" for purposes of the Council agenda. With COVID, this issue has come up...it would be nice if we had more direction..." Mr. Coolman have you had conversations about that? Coolman: Yes, we have had different conversations; so she is wanting to know what you want on the council agenda as far as a communication; obviously I think anything from a resident would be a communication; and then the other issue is, what to do with that communication; I think it means the emails we receive; It says in the charter you have up until Friday to send in; we have always allowed them to send them in up until 3PM on the day of the meeting for them to be included; which in the past made us have revised packets given to us when we attend the meeting; so what is the deadline; Amos: So is it her recommendation to enforce the Friday; I'm just going to pick at little pieces of this; so she wants to enforce the Friday at 4 o'clock deadline? Coolman: She doesn't have a recommendation, it is whatever you guys want; do you want to continue to go all the way up to (Monday) because when you do that it makes her revise the packet and revise the agenda. Amos: Right. Coolman: That pushes their time limit the day of the meeting; so as far as getting it out there and in the public's hands in a timely fashion; letting the public know it's there so they can pull it before the meeting; whereas if the deadline was Friday, there would be no revisions; if something comes in after it goes onto the next meeting. Amos: The Friday at 4 o'clock is nice because the agenda is published and in a finalized format instead of revised, it saves time for the staff so they don't have to edit; I hate right now that people can't just come in; if something happens over the weekend, they can't just come in and say something; so is somebody able to address those that come in after Friday? Is someone able to address those and say this was received after the deadline but please know this is important to us and it will be on the next council agenda; so the residents know we aren't just putting them off. Coolman: I favor of that, we need to let the public know we are not overlooking their communication. Milliken: Maybe that's something we hold off on; I am for having a deadline and enforcing it; but with the circumstances we are under maybe we put it on the backburner for now Coolman: This is a COVID thing, once we go back to regular meetings and people can come in; and they will all be heard during the public comments of the meeting. Amos: We also need to talk about that; the school board have gone back to in person, so we need to think about ours; listening to what you said about communication; what I wrote down was all comments made by the public with the request to be included, is what we feel should be on the council agenda; Coolman: She also wanted to know do we; if the clerk receives an email that says, "Hey can you call me and let me know what's going on at Mound Street"; because she receives an email, does the clerk include that, even though a simple answer could be given back to that resident that day. Amos: Yeah, no; that is no different than Mr. Clark having people coming to their home; so asking staff to do the same seems a bit extreme. Milliken: For that example, would the clerk ask "Would you like this included as a communication to council and be a part of the minutes, or not" is that make sense, is that fair, too much? Coolman: That is what they want us to define so they can put their packets together; Milliken: I think we need to decide what we don't want. Amos: I think if they submitted it on the google form for public comment, we need to know about it; if they emailed a staff member, then that's direct communication to them not us; so if it is stated as a public comment, or copy council members; so I would say any Google Public Comment submitted, and any emails submitted to council requesting to be a public comment to be included. So that covered all the city has submitted to us, I have received none from council to review. Coolman: I want to talk about something we discussed in 2019; I believe Mr. Lynch has brought it up, about receiving packets sooner; That we talked about, and it is not possible; with all the construction projects going there are documentation we don't get from the developer until Friday at two in the afternoon; so instead I think what we can do is put out the agenda early; just the agenda, not the packets; Mrs. Jackson said they know what is on the agenda by Wednesday; what delays them is getting everybody's reports in, which is because of updated communication with developers; Amos: Yeah the sunshine law on requires an agenda, it doesn't have to be detailed; so when we convene back into work session, people can chime in with more on that; my only concern with not posting

the big stuff, is city staff keeping us informed about declaring an emergency; somite's we don't know until that Friday and if we are not in the loop on the things going on, then we are quickly trying to get up to date of the weekend; so keeping us in the loop is wonderful so we are not taken by surprise; declaring an emergency is hard for me; I feel like we are stripping the public from an opinion. Milliken: I don't know if this goes back to getting a revised packet; but can we receive a preliminary packet, and then on Friday we get a full packet. Coolman: Then you are making the clerk do another packet resend within a couple days. Milliken: It's just a brainstorming idea really, and maybe I'm wrong; I am looking at it from, you build the packet and then if you had anything else it would just be an addition; you just add to what you already done. Amos: The only concern I have with that is sometimes the information we get is so fluid, and then general public happens to see it, but then it's so fluid it changes and now we have misinformation. Milliken: Does it have to be out there though, if it's a preliminary agenda? Amos: I guess the question would be is there a way for us to see it ahead of time, if there were using Google Doc. And we could see it ahead of time, it would be wonderful; I am just afraid it will cause misinformation. Coolman: I think it should be agenda on Wednesday and the documents on Friday. Amos: So it would just have the topics Coolman: So we know what we can look back on past meetings to research. Amos: is also gives us limited time to ask staff questions. Amos: So what day are we thinking to post a general agenda? Wednesday? Coolman & Milliken: Yes. Amos: So our recommendation would be a general agenda including minutes on Wednesday. Coolman: No minutes, just agenda. Amos: So in the past we wanted minutes on Wednesday so we have time to review them, are you saying you want to keep in on Friday? Coolman: Yes, we know what meetings we were in to find those past minutes. Amos: So our recommendation is to have a general agenda posted on Wednesday to the community; with the final being posted on Friday as it is now. Any other items for review? Coolman: I have one; I would like to see where cellphones and personal devices get turned off and put away up here. We have had meetings where phones are going off an interrupting, it is distracting; it is getting more fluent during this COVID time; I understand where people need their phone; but I think during council session I don't think that's... I know I have had my cellphone and clients call me, it is muted but it distracts someone when they are in the middle of their speech. I would just like to see that during council personal electronic devices get put away. Amos: OK so we just need to find a rule or an area that could be included; I'm looking through to find a place it would be most fitting; I am wondering if you can put in under order 14; Coolman: Yeah, I think it would fit. Amos: OK, so you are asking for rule 14 to have an amendment that personal communication devices not to be on the desktop area. Coolman: Right.

F. Adjournment @ 5:58 p.m.

A motion was made by Coolman to adjourn, seconded by Milliken. The motion carried by the following vote:

Yes 3 – Coolman, Milliken, Amos