



**City Council
Organizational Meeting**

Agenda

**January 10, 2022
7:30 PM**

COMMITTEE MEETINGS

- Committee Meeting Schedule

**Mount Vernon City Council
Committee Meeting Schedule
January 10, 2022**

6:05-6:25 p.m.	Exec. Session: Utility Dir. Employment Council as a Whole	
6:25-6:45 p.m.	Employee Compensation	Employee & Community Relations/Francis
6:45-7:00 p.m.	Muni. Ct. Continuity of Operations Plan	Streets & Public Buildings/Severns
7:00-7:15 p.m.	2022-23 Council Organizational Mtg.	Council as a Whole
7:30 p.m.	City Council Legislative Meeting	Ref: Agenda

- Organizational Meeting Agenda
- Ordinance No. 2019-01
- Ordinance No. 2006-01
- Council Committee Support Documents
- City Council Committee Structure
- Counting the Vote
- Elect President Pro-Tem
- Policy in Absence of President and Pro-Tem
- Date of Service on Council

- Council Seniority List 2022
- City Officials and Council Roster
- Meeting Dates and Holidays
- Council Do's and Dont's
- Council Member Responsibilities
- Request to Speak at Council/PH
- Request to Speak at Council
- Request to Speak at PH
- City Council Minutes Policy
- Committee Meeting Minutes
- Sample Planning & Zoning Committee Meeting Form
- Sample Utilities Committee Meeting Form
- Sample Employee & Community Relations Committee Meeting Form
- Parks & Lands Committee Meeting Form
- Streets & Public Buildings Committee Meeting Form
- Fire, Police & Civil Defense Committee Meeting Form
- Finance & Budget Relations Committee Meeting Form
- Council Casual Dress Policy

MEETING WILL RECESS UNTIL 7:30 P.M.

CALL TO ORDER

INVOCATION

Scott Sharpes, Lakeholm Church of the Nazarene

PLEDGE OF ALLEGIANCE

ACCEPTANCE OF MINUTES

- City Council - Legislative Session - Dec 27, 2021 7:30 PM

RECEIVE PETITIONS AND COMMUNICATIONS

None.

RECEIVE COMMITTEE REPORTS

- 10-11-21 Employee and Community Relations Committee Meeting Minutes
- 11-08-2021 Employee and Community Relations Committee Meeting Minutes
- 11-22-2021 Employee & Community Relations Committee Meeting Minutes
- 12-13-2021(A) Employee and Community Relations Committee Meeting Minutes
- 12-13-2021(B) Employee & Community Relations Meeting Minutes
- 12-27-2021 Employee & Community Relations Committee Meeting Minutes
- 12-27-2021(A) Planning and Zoning Committee Meeting Minutes
- 12-27-2021(B) Planning & Zoning Committee Meeting Minutes
- 12-27-2021 Finance & Budget Committee Meeting Minutes

LIQUOR CONTROL LICENSE

None.

PROCLAMATION

None.

PERSONS SPEAKING ON MATTERS OF CITY CONCERN**RESOLUTIONS FOR FIRST READING****ORDINANCES FOR FIRST READING****ORDINANCE NO. 2022-01**

AN ORDINANCE AMENDING SECTION 187.02(A), OF CHAPTER 187 OF THE CODIFIED ORDINANCES OF THE CITY OF MOUNT VERNON, OHIO; AND DECLARING AN EMERGENCY.

Finance and Budget: Seavolt, Kirby

ORDINANCE NO. 2022-02

AN ORDINANCE ESTABLISHING COMPENSATION FOR SUPERVISORY PERSONNEL EFFECTIVE JANUARY 1, 2022, AND DECLARING AN EMERGENCY.

Employee and Community Rel.: Francis, Hillier

ORDINANCE NO. 2022-03

AN ORDINANCE FIXING THE NUMBER, WAGES AND BENEFITS OF HOURLY NON-BARGAINING UNIT EMPLOYEES OF THE CITY OF MOUNT VERNON, EFFECTIVE JANUARY 1, 2022; AND DECLARING AN EMERGENCY.

Employee and Community Rel.: Francis, Hillier

ORDINANCE NO. 2022-04

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF 210 N. SANDUSKY ST. (PARCEL NUMBER 66-00676.000) FROM THE PRESENT ZONING OF NC - NEIGHBORHOOD COMMERCIAL DISTRICT, TO GB - GENERAL BUSINESS DISTRICT; AND DECLARING AN EMERGENCY.

Planning and Zoning: Hillier, Severns

REMARKS FROM THE ADMINISTRATION**REMARKS FROM COUNCIL****ADJOURN AT THE CALL OF THE PRESIDENT**



PRESS RELEASE

City Hall
40 Public Square
Mount Vernon, OH 43050

FOR MORE INFORMATION, CONTACT:
Todd Hill, Clerk of Council
740-393-9517 Fax: 740-397-6595

FOR IMMEDIATE RELEASE

January 10, 2022

Mount Vernon City Council Committee Meeting Schedule January 10, 2022

6:05-6:25 p.m.	Executive Session: Employment of Utility Director	Council as a Whole
6:25-6:45 p.m.	Employee Compensation	Employee & Community Relations Francis
6:45-7:00 p.m.	Municipal Court Continuity of Operations Plan	Streets & Public Buildings Severns
7:00-7:15 p.m.	2022-23 Council Organizational Meeting	Council as a Whole
7:30 p.m.	City Council Legislative Meeting	Ref: Agenda

The above listed meeting will be held to discuss the above items; but will not be limited to those listed.
Mount Vernon News - WMVO - WNZR – City Hall Bulletin Board



**City Council
Organizational Meeting**

Agenda

**January 10, 2022
7:00 PM**

CALL TO ORDER

WELCOME

POLICIES

Council Meetings - Ref. Ordinance No. 2019-01

- Ord. 2019-01

Council Committee Structure - Ref. Ordinance No. 2006-01

- Ord. 2006-01

Council Committees

- Council Committee Support Documents

President Pro-Tem Election Policy

- Elect President Pro-Tem

President and Pro-Tem (Absence Policy)

- Policy in the Absence of President and Pro-Tem

Council Service Dates

- Seniority List 2022

City Officials

- City Officials and Council Roster

Meeting Dates & Holiday Schedule

- Meeting Dates and Holidays

Council Do's & Dont's

- Council Do's and Dont's

Public Participation

- Request to Speak at Council/PH

City Council Minutes

- City Council Minutes Policy

Council Committee Minutes Policy

- Committee Meeting Minutes

Committee Meeting Forms

- SAMPLE Committee Meeting Form

Summer Casual Dress Policy

- Council Casual Dress Policy

APPOINTMENTS

President Pro-Tem

Clerk of Council

Assistant Clerk of Council

Audit Review Committee - President Bruce Hawkins

City Data Board - President

Visitor's Bureau

Main Street Mount Vernon
Regional Planning Commission

OTHER BUSINESS

ADJOURN



City Council
City of Mount Vernon
Mount Vernon, OH 43050

SCHEDULED

ORDINANCE 2019-01

Meeting: 01/14/19 7:30 PM

Dept: Employee and Community Rel.

Francis, Barone

Category: Amendment

Prepared By: Tanya Newell

Initiator: Tanya Newell

DOC ID: 1838

AN ORDINANCE AMENDING SECTION 111.01(A) OF THE CODIFIED ORDINANCES OF THE CITY OF MOUNT VERNON, OHIO; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mount Vernon, State of Ohio:

SECTION 1: That Section 111.01(a) of the Codified Ordinances of the City of Mount Vernon be amended to read as follows:

111.01 MEETINGS OF COUNCIL.

(a) Regular Public Meetings. Regular public meetings of Council shall be at the Council Room at the City Building on the second and fourth Monday of each month. ~~during the following months: January, February, March, April, May, September, October, November and December; and on the fourth Monday of each month during the following months: June, July and August.~~ The time of the meeting shall be 7:30 p.m. If the second or fourth Monday of each month falls on either a state or federal holiday, the regular public meetings of Council shall then be held at the Council Room on the second or fourth Tuesday of that month. The time of the meeting shall be at 7:30 p.m.

SECTION 2: That Ordinance 2000-42 be repealed.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for further reason that an emergency exists in the usual daily operation of the various departments of the municipal government, and said Ordinance shall, therefore, become effective upon its date of passage and approval by the Mayor, provided that it received the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be force from and after the earliest period allowed by law.

Nancy E. Nail
Bruce E. Hawkins, President of Council *Pro-Tem*
Nancy E. Nail

PASSED: January 14, 2019

ATTEST: Tanya Newell
Tanya Newell, Clerk of Council

APPROVED: January 14, 2019

Richard K. Mavis
Richard K. Mavis, Mayor

Employee
Community
Relations
Hawkins
Services

ORDINANCE NO. 2006-01

AN ORDINANCE TO ESTABLISH A RULE CREATING SEVEN STANDING COMMITTEES OF COUNCIL AND PROVIDING FOR THE METHOD OF APPOINTMENT OF MEMBERS OF COUNCIL TO SAID STANDING COMMITTEES; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mount Vernon, State of Ohio:

SECTION 1: That there shall be seven standing committees of Council, namely:

1. Utilities Committee
2. Police, Fire and Civil Defense Committee
3. Finance and Budget Committee
4. Parks and Lands Committee
5. Streets and Public Buildings Committee
6. Planning and Zoning Committee
7. Employee and Community Relations Committee

SECTION 2: That each committee shall be composed of four members. A chairman, a ranking member, and two supporting members. The chairman and ranking member shall review and research all items referred to the committee, and shall consult with the officer, department head, or interested citizens and make their recommendations to the entire committee. The committee shall make disposition of the matter and prepare and report and/or make a recommendation to be presented to Council.

SECTION 3: That each member of Council shall be chairman of one standing committee. The chairman and ranking member of the committee shall be determined by seniority. Seniority shall be established by:

1. Length of service on Council;
2. Length of service as chairman of a committee;
3. When two or more claim seniority for any given position, the President of Council shall make the appointment;
4. Supporting members of the committees shall be appointed by the President of Council;

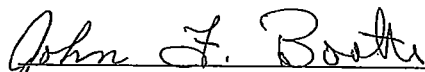
L 4/18

5. Each member of Council shall be placed on four committees.

SECTION 4: In the event of a vacancy occurring on a committee, the seniority rule shall be in effect for filling said vacancy. When a vacancy occurs in the chairmanship of a committee the ranking member of that committee may, at his option, become the chairman of said committee. Provided, however, no member of Council shall be chairman of more than one committee, and in such event, such ranking member shall be required to resign as chairman of the committee of original appointment before assuming the chairmanship wherein the vacancy occurred.

SECTION 5: The standing committees shall meet on the call of the chairman unless otherwise provided for by Council.

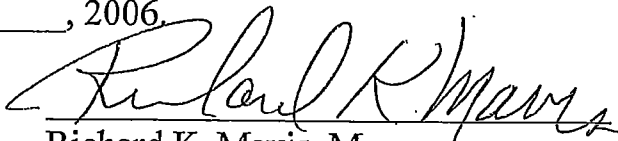
SECTION 6: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that an emergency exists in the usual daily operation of the various departments of the municipal government, and said Ordinance shall, therefore, become effective upon its date of passage and approval by the Mayor, provided that it receives the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be force from and after the earliest period allowed by law.


John F. Booth, President of Council

PASSED: January 9, 2006.

ATTEST: Janet Brown
Janet Brown, Clerk of Council

APPROVED: January 10, 2006.


Richard K. Mavis, Mayor

111.01 MEETINGS OF COUNCIL.

(a) Regular Public Meetings. Regular public meetings of Council shall be at the Council Room at the City Building on the second and fourth Monday of each month. The time of the meeting shall be 7:30 p.m. If the second or fourth Monday of each month falls on either a state or federal holiday, the regular public meetings of Council shall then be held at the Council Room on the second or fourth Tuesday of that month. The time of the meeting shall be at 7:30 p.m. (Ord. 2019-01. Passed 1-14-19.)

111.08 STANDING COMMITTEES.

(a) There shall be seven standing committees of Council, namely:

- (1) Utilities Committee.
- (2) Police, Fire and Civil Defense Committee.
- (3) Finance and Budget Committee.
- (4) Parks and Lands Committee.
- (5) Streets and Public Buildings Committee.
- (6) Planning and Zoning Committee.
- (7) Employee and Community Relations Committee.

(b) Each committee shall be composed of four members. A chairman, a ranking member, and two supporting members. The chairman and ranking member shall review and research all items referred to the committee, and shall consult with the officer, department head, or interested citizens and make their recommendations to the entire committee. The committee shall make disposition of the matter and prepare and report and/or make a recommendation to be presented to Council.

(c) Each member of Council shall be chairman of one standing committee. The chairman and ranking member of the committee shall be determined by seniority. Seniority shall be established by:

- (1) Length of service on Council;
- (2) Length of service as chairman of a committee;
- (3) When two or more claim seniority for any given position, the President of Council shall make the appointment;
- (4) Supporting members of the committees shall be appointed by the President of Council;
- (5) Each member of Council shall be placed on four committees.

(d) In the event of a vacancy occurring on a committee, the seniority rule shall be in effect for filling said vacancy. When a vacancy occurs in the chairmanship of a committee the ranking member of that committee may, at his opinion, become the chairman of said committee. Provided, however, no member of Council shall be chairman of more than one committee, and in such event, such ranking member shall be required to resign as chairman of the committee of original appointment before assuming the chairmanship wherein the vacancy occurred.

(e) The standing committees shall meet on the call of the chairman unless otherwise provided for by Council. (Ord. 2006-01. Passed 1-9-06.)

Committee Names and Responsibilities

The committees were established 20 some years ago and rewritten in 1997. The changes were made because through the years some committees have become more involved with increased work and committee activity. Zoning has the major portion of the workload; while Police, Fire and Employee Relations, Cemetery and Civil Defense have very little activity. Therefore, the following changes were made in 1997 of the following:

1. Finance - all legislation and matters of finance including appropriations, budget and capital improvements.
2. Utilities - all legislation and matters pertaining to water, wastewater, electric power, natural gas, TV, etc.
3. Streets & Public Buildings - all legislation and matters pertaining to all streets including vacations of streets and alleys, and city buildings.
4. Police, Fire and Civil Defense - all matters and legislation pertaining to police, fire and civil defense.
5. Parks and Public Lands - all legislation and matters pertaining to all city lands, parks and cemetery.
6. Planning and Zoning - all matters pertaining to zoning, annexation and modifications to codified ordinances.
7. Employee and Community Relations - all legislation pertaining to pay ordinances and employee-related matters, negotiations, civil service, all legislation regarding proclamations, commendations, recognition of city employees or citizens, and liquor permit transfers.
8. If there is a dispute on an item to be referred to committee the President of Council will make the assignment.

These assignments help to even out the workload of Council and to help the Council Clerk and the President of Council with deciding committee assignments by having clearer definitions of committee assignments. These rules were adopted January 1998 by Council.



Mount Vernon

City Council Committee Structure

January 1, 2022 – December 31, 2023

<u>Committee</u>	<u>Chair</u>	<u>Ranking Chair</u>	<u>Member</u>	<u>Member</u>
<u>Utilities</u>	Tammy Woods	Amber Keener	Josh Kirby	Janis Seavolt
<u>Employee & Community Relations</u>	John Francis	Mike Hillier	Mel Severns	Josh Kirby
<u>Parks & Lands</u>	Amber Keener	Tammy Woods	John Francis	Janis Seavolt
<u>Streets/Public Buildings</u>	Mel Severns	John Francis	Mike Hillier	Amber Keener
<u>Fire/Police/Civil Defense</u>	Josh Kirby	Janis Seavolt	Amber Keener	Mike Hillier
<u>Finance/Budget</u>	Janis Seavolt	Josh Kirby	Tammy Woods	Mel Severn
<u>Planning/Zoning</u>	Mike Hillier	Mel Severns	Tammy Woods	John Francis

11/30/21

Communication: City Council Committee Structure (Committee Meetings)

Committee 2022-2023	Chair	Ranking	Member	Member
Utilities	Woods	Keener	Kirby	Seavolt
Emp/Comm Rel	Francis	Hillier	Severns	Kirby
Parks & Lands	Keener	Woods	Francis	Seavolt
Streets/Bldg	Severns	Francis	Hillier	Keener
Fire/Police	Kirby	Seavolt	Keener	Hillier
Finance/Budget	Seavolt	Kirby	Woods	Severns
Planning/Zoning	Hillier	Severns	Woods	Francis

11/17/21

Roll Call is required before a public body can go into an **Executive Session**.

The reason for a public body to go into **Executive Session** must be stated.

If **President Pro Tem is chair**, he/she is included in the **Roll Call** and votes on legislation.

Items **tabled** can only be brought back to Council by those who table.
(This is why the vote is written on the legislation.)

Counting the Vote – Law Director makes the official decisions

5.25 or 6 = three-fourths
 4 of 7 = majority
 4.66 = two-thirds
 5 of 7 = pass on emergency clause and effective on Mayor's signature
 6 of 7 = suspend rules – three-fourths of all members

******* For What It Is Worth *******

(These are clerk guidelines; however, the Law Director is the official decision-maker)

Four votes to pass on third reading (majority of full Council). (3-to-2 vote fails)

Three-fourths vote required to override PC recommendation. (6)

Mayor's Veto – Council needs two-thirds of all members to override.

Amending requires majority vote.

Table – on third reading when returned to table it goes back to the first reading

Calling a Special Meeting – Mayor or three members of Council with 12-hour notice to each member personally or at their residence.

Passing legislation:

Each piece of legislation requires three separate readings prior to adoption. However, the chair/co-chair can make a motion to suspend the rule requiring three separate readings and take the legislation to its third and final reading.

Once the motion to suspend the rule has passed, the motion to adopt is then placed on the floor for discussion.

Emergency Clause:

WITH THE EMERGENCY CLAUSE: If the emergency clause is added on the legislation, this means that the legislation will go into effect immediately upon the Mayor's signature.

WITHOUT THE EMERGENCY CLAUSE: If there is no emergency clause, you can still suspend the rules requiring three separate readings, it only means that the legislation will not go into effect until 30 days after the Mayor's signature.

Making a motion:

I would like to make a motion to suspend the rule requiring three separate readings and take Res./Ord. 2022-0?? to its third and final reading. The co-chair of said committee usually seconds the motion. Discussion can take place at this time, but ONLY on the suspension of the rules.

Roll Call on the suspension is taken.

I would like to make a motion to adopt Res./Ord. 2022-0??. Again, the co-chair of said committee seconds the motion and now discussion may take place on the adoption.

Roll Call to adopt is taken.

Other motions frequently used:

Motion to postpone indefinitely – Removes/kills that particular piece of legislation.

Motion to postpone to a certain time – Postpones the legislation to another meeting. The chair/co-chair must give the date at which they wish to bring it back on the agenda.

Amend – Make changes to the legislation. If legislation is amended then the motions go to “as amended” (i.e. – “I would like to suspend the rule requiring three separate readings and take Res./Ord. 2022-0?? as amended to its third and final reading,” or “I make a motion to adopt Res./Ord. 2022-0?? as amended”).



January 10, 2022

Members of Council
City Law Director

RE: Proposed Policy to Elect President Pro-Tem

Dear Council Members and Law Director:

A question was asked regarding the Sunshine Law and the secret ballot policy in the election of the President Pro-Tem. Unless a particular statute requires a specified method of voting, the public cannot insist on a particular form of voting. The body may use its own discretion in determining the method it will use, such as voice vote, show of hands, or roll call. The Open Meetings Act only defines a method of voting when a public body is adjourning into executive session (vote must be by roll call). **The Act does not specifically address the use of secret ballots; however, the Ohio Attorney General has opined that a public body may not vote in an open meeting by secret ballot.⁸³⁹ Voting by secret ballot contradicts the openness requirement of the Open Meetings Act by hiding the decision-making process from public view.**

839: 2011 Ohio Op. Att'y Gen. No. 038 (opining that secret ballot voting by a public body is antagonistic to the ability of the citizenry to observe the workings of their government and to hold their government representatives accountable).

Copies to: Rob Broeren, Law Director
Matthew T. Starr, Mayor
Todd Hill, Clerk of Council
Maureen Hall, Assistant Clerk of Council
File

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Communication: Elect President Pro-Tem (Committee Meetings)



POLICY IN THE ABSENCE OF PRESIDENT AND PRO-TEM

There is no rule establishing who would preside over the Council during the absence of the President and the President Pro-Tem. In past years the senior Council member present assumed the responsibility. All members of Council agreed that in the event the President and the President Pro-Tem would both be absent from a meeting the senior member present will conduct the meeting.

(Excerpt from the minutes of Council Organization Meeting January 3, 2000)

Approved by Council January 10, 2022.

Bruce E. Hawkins, President of Council

Todd Hill, Clerk of Council



Date of Service on Council

January 1, 2022 – December 31, 2023

1	Francis	January	2012
2	Seavolt	January	2012
3	Hillier	November	2018
4	Keener	June	2021
5	Woods	January	2020
6	Kirby	January	2022
7	Severns	January	2022

Council Seating – 2022

Facing seating – left to right

Mel Severns, John Francis, Tammy Woods, Bruce Hawkins, Janis Seavolt, Amber Keener, Josh Kirby, Mike Hillier

11/15/21

Council Seniority List 2022

John Francis – 2012

Bruce Hawkins – President – 2012

Janis Seavolt – 2012

Mike Hillier – 2018

Tammy Woods – 2020

Amber Keener – 2021

Josh Kirby – 2022

Mel Severns – 2022



2022-2023 Elected Officials Roster

City Council

Bruce E. Hawkins (12-22) President
1365 New Gambier Rd 937-504-9524
bhawkins@mountvernonohio.org

Josh Kirby (22) First Ward
1405 Greenbrier Drive 397-1066
jkirby@mountvernonohio.org

John Francis (12-22) Second Ward
57 Marion St. 507-1777
jfrancis@mountvernonohio.org

Tammy Woods (20-22) Third Ward
10 Hilltop Dr. 504-8262
twoods@mountvernonohio.org

Mike Hillier (18-22) Fourth Ward
215 E. Sugar St. 397-7548
mhillier@mountvernonohio.org

Amber Keener (21-22) At-Large
111 Oak St. Ext. 326-1888
akeener@mountvernonohio.org

Mel Severns (22) At-Large
21 Longitude Drive 358-0058
mseverns@mountvernonohio.org

Janis Seavolt (12-22) At-Large
685 Millstone Lane 397-0541
jseavolt@mountvernonohio.org

Administration

Matthew T. Starr Mayor
40 Public Square 393-9517
mtvmayor@mountvernonohio.org

*Richard Dzik Safety-Service Director
40 Public Square 393-9520
mtvssd@mountvernonohio.org

P. Robert Broeren, Jr. Law Director
5 North Gay Street 393-9562
probertbroeren@mountvernonohio.org

John Thatcher Judge
5 North Gay Street 393-9510
judgethatcher@rrhio.com

David Stuller Treasurer
40 Public Square
mtvtreasurer@mountvernonohio.org

Terry L. Scott Auditor
40 Public Square 393-9521
mtvauditor@mountvernonohio.org

*Todd Hill Clerk of Council
40 Public Square 393-9517
clerkofcouncil@mountvernonohio.org

*Maureen Hall Asst. Clerk of Council
40 Public Square 393-9520
safetyservice@mountvernonohio.org

*The Codified Ordinances of the City of Mount Vernon are located at www.mountvernonohio.org.
Also, on the home page select "Have a problem to report?"
It is a link for citizen correspondence to the City departments.*



City Council Scheduled Meetings For 2022

All meetings begin at 7:30 p.m.

January	10	24
February	14	28
March	14	28
April	11	25
May	9	23
June	13	27
July	11	25
August	8	22
September	12	26
October	10	24
November	14	28
December	12	27*

* Not a Monday meeting date

**1 School Board Combined Meeting TBA

**2 Commissioner Combined Meeting TBA

Holidays Observed For 2022 By City Offices

December 31 (observed) - New Year's Day
(January 1)

January 17 - M. Luther King Jr. Day

February 21 - Presidents' Day

May 30 - Memorial Day

June 20 (observed) - Juneteenth (June 19)

July 4 - Independence Day

September 5 - Labor Day

November 11 - Veterans Day

November 24 - Thanksgiving Day

November 25 - Thanksgiving Holiday

December 23 (observed) - Christmas Eve
(December 24)

December 26 (observed) - Christmas Day
(December 25)

Council Committees 2022 - 2023

Utilities

Woods, Keener, Kirby, Seavolt

Employee & Community Relations

Francis, Hillier, Severns, Kirby

Parks & Lands

Keener, Woods, Francis, Seavolt

Streets & Public Buildings

Severns, Francis, Hillier, Keener

Fire, Police, Civil Defense

Kirby, Seavolt, Keener, Hillier

Finance & Budget

Seavolt, Kirby, Woods, Severns

Planning & Zoning

Hillier, Severns, Woods, Francis

Prepared: 11/30/21

Communication: Meeting Dates and Holidays (Committee Meetings)



MEMO

TO All Council Members

FROM Bruce E. Hawkins, President of Council

DATE January 10, 2022

RE Council Do's and Don'ts

LIST OF DO'S

1. Set aside every Monday evening of the year for Regular Council Sessions, Special Council Meetings and Committee Meetings.
2. Make every effort to attend all scheduled meetings.
3. If you cannot attend a scheduled meeting for any reason, please notify me or the Clerk of Council.
4. Notify me of your committee meetings.
5. Notify me in advance, if possible, of any news releases you plan to make.
6. Observe the rules of confidentiality concerning all Executive Sessions of Council.
7. Correspond with other members of Council and the Administration on matters you feel are important to the smooth operation of the Council and the City.
8. Have legislation that you want to present to Council ready for a committee meeting so it can be discussed in anticipation of being prepared in legislative form for the regular Council meeting. Only in cases of emergencies should legislation that has not have been discussed at a committee meeting be presented at a regular session.
9. Treat members of Council, the Administration and visitors with courtesy.
10. Notify the Mayor, Safety-Service Director, Law Director or Auditor of problems or information needed prior to the meeting whenever possible to allow for research and better response.
11. Do your homework, whether it concerns pending legislation or a problem that may require future legislation. You can't vote or talk intelligently on any subject until you know the facts.
12. Remember at all times we are working for the betterment of the City and the majority of the citizens of Mount Vernon, and not to further on own beliefs and/or ideals.
13. Enjoy your work as a Council person doing at all times what you think is right and best for Mount Vernon and its citizens you represent.
14. Contact me if you have a problem concerning Council business or wish to discuss Council's work.
15. Be positive.

LIST OF DON'TS

1. Miss meetings without a good or valid reason.
2. Be a loner. Council can only work efficiently if it works as a team and works with the Administration.
3. Be afraid to admit you have been wrong in your thinking on a subject, or want to change your vote.
4. Schedule a committee meeting without notifying the ranking member of your committee and your full committee of the time and date of the meeting. Also, members of Council not on your committee should also be notified of the meeting so they can attend if they so choose.
5. **Discuss any matters that were discussed during an Executive Session outside Council Chambers. These discussions are privileged information that should be left in the Council Chambers when you leave the room.**
6. Be tricked into making promises that something will be taken care of or done without knowing the feelings of the other members of Council.
7. Introduce legislation at a Legislative Meeting without first understanding the legislation and being prepared to explain and answer questions concerning the legislation.

As President of Council, I reserve the right to discuss with you matters of importance during Council Sessions and may on occasion enter into discussion during Regular or Special Meetings for points of clarification, information, or if requested to do so.

Remember, only through the efforts of all of us working together can we achieve the goals we set for this Council and Administration.

BEH/tjh

City of Mount Vernon Legislative Branch Council Member Responsibilities

Council Members work for the betterment of the City
and the majority of the citizens of Mount Vernon.

Council Meetings

1. Regular Council Sessions, Special Council Meetings and Committee Meetings are required; notify the President of Council or the Clerk of Council if you cannot attend.
2. Reserve Monday evenings for meetings.
3. Understand the legislation and be prepared to explain and answer questions.
4. Network with members of Council and the Administration on matters you feel are important for the smooth operation of the Council and the City because Council can only work efficiently by working as a team to achieve the goals set by Council and Administration.
5. The President of Council reserves the right to discuss with Council Members matters of importance during Council Sessions and may enter into discussion during Regular or Special Meetings for points of clarification and information.

Committee Meetings

1. The President of Council should be given prior notice of committee meetings and any news releases you plan to make.
2. All Executive Sessions of Council are strictly confidential.
3. Committee meetings are scheduled by the chair of the committee with the Mayor, Safety-Service Director or Clerk.
4. Have proposed legislation ready for the Council Packet (Clerk).



January 10, 2022

Dear All Council Members:

I respectfully request that Council re-adopt the following public participation procedure for City Council Committee Meetings, Public Hearings and Matters Not Covered by Legislation effective January 10, 2022.

Legislative Meetings:

Public participation will be encouraged at Committee Meetings of Council. The public has the right to attend meetings of Council but does not have the right to participate. This is a privilege granted by Council. Citizens attending Council Meetings cannot participate unless requested to do so by a majority of Council members present.

Citizens attending meetings of City Council have the right to tape record, videotape or take pictures as long as they do not disrupt, or intrude into, the business of the Council Meetings.

Matter Not Covered by Legislation:

Request to speak procedure letter is attached.

Public Hearings:

Request to speak procedure letter is attached.

Please review this request, and consider adoption at the Organizational Meeting on January 10, 2022.

Sincerely,

Bruce E. Hawkins
President of Council

Todd Hill
Clerk of Council

Approved by Council: January 10, 2022.

BEH/tmn

Copies: Law Director
 Mayor
 File

Communication: Request to Speak at Council/PH (Committee Meetings)



Request to Speak at Mount Vernon City Council on Matters Not Covered by Legislation

Date _____

Name _____

Address _____

Telephone _____

Subject of concern: _____

Subject of concern must be an issue that Council can actually deal with or has control over. Speaking time will be limited to 4 minutes and must be directed to the subject of concern. Personal attacks on Council, elected officials, administration or other citizens will not be tolerated. Anyone doing so will be considered disruptive, gavelled out of order and shall waive their right to speak and/or remain at such meeting.

Prepared documents and illustration documents must be submitted with this form to the Clerk for public record. City matters brought to Council's attention will be referred to committee for study and discussion at a later date.

Prior arrangements should be made as early as possible with the Clerk of Council at City Hall. Requests are reviewed prior to the meeting, so please submit to the Clerk your written request by noon on the Friday prior to the Monday meeting. If this is not possible the latest this form can be submitted is not later than 15 minutes prior to the beginning of the meeting.

Contact information for Clerk of Council:

City Hall - Suite 206

40 Public Square

Mount Vernon, OH 43050

Office phone: 740-393-9517

Office fax: 740-397-6595

Email: clerkofcouncil@mountvernonohio.org

Web Site: www.mountvernonohio.org

Your concerns are important. Thank you for your cooperation.

Approved by the City Law Director and Council – January 10, 2022.



Mount Vernon

Request to Speak at Mount Vernon City Council Public Hearings

Date _____

Name _____

Address _____

Telephone _____

Public Hearing subject: _____

Mount Vernon City Council Public Hearing Procedure

Council President, or President Pro-Tem in absence of the President, will conduct all public hearings. The format will be as follows:

All persons addressing this hearing must state their name and address for the record. Persons that have requested to address Council will be given 4 minutes in which to state their position on the issue and must direct their remarks to the public hearing subject. Personal attacks on Council, elected officials, the administration or other citizens will not be tolerated. Anyone doing so will be considered disruptive, gavelled out of order and shall waive their right to speak and/or remain at such meeting.

If a group is present for the same issue Council requests that they have a spokesperson for the group. Petitions or prepared materials presented to Council must also be presented to the Clerk of Council to be entered into the record. The Chair will recognize someone in favor of the request, then someone against the request, etc., until all wishing to speak on the matter have had the opportunity to do so or until the debate becomes redundant.

Contact information for Clerk of Council:

City Hall - Suite 206

40 Public Square

Mount Vernon, OH 43050

Office phone: 740-393-9517

Office Hours: Monday-

Office fax: 740-397-6595

Friday

Email: clerkofcouncil@mountvernonohio.org

8 am – 4 pm

Web Site: www.mountvernonohio.org

Your concerns are important and we ask for your cooperation.

Approved the City Law Director and Council – January 10, 2022



TO: Todd Hill
Clerk of Council
Mount Vernon City Council

FROM: Bruce E. Hawkins
President of Council
Mount Vernon City Council

DATE January 10, 2022

RE: Minutes of Mount Vernon City Council Meetings

In 2010 it was concurred by Mr. Booth and Mr. Dice that the minutes of previous council meetings have not been read at council meetings.

The format is: “the President of Council states, members you have received copies of the previous meeting’s minutes. Are there any additions or corrections to these minutes? If no corrections are needed, do we have a motion to approve, do we have a motion to second, all in favor reply aye, and all those opposed reply nay.” The minutes are either approved or not approved by voice vote.

If corrections are needed, the minutes will be presented at the next meeting for the same voice vote procedure.

Therefore, it is the policy of City Council that we not read the minutes of the previous meeting at regular meetings of Council and adoption of the minutes will require a voice vote to determine the status of the minutes.

Bruce E. Hawkins, President of Council

Date Approved

Todd Hill, Clerk of Council

Copies to: Members of Council
Rob Broeren, City Law Director

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File



MEMO

TO All Council Members

FROM President of Council

DATE January 10, 2022

RE Committee Meeting Minutes

A reminder that all Council Committees must take minutes at all meetings including executive sessions, and that it is the chairperson's responsibility to see that these minutes are taken and turned over to the Council Clerk to be typed, distributed and filed as City permanent records.

This must be done!

The Ohio Revised Code Sunshine Law – These minutes need to indicate date, time and place of the meeting, who was present, what subject or subjects were discussed, and what action was taken if any. If the minutes are taped, they must be retained in accordance with the Municipal Records Commission retention schedule. If you have any questions, please contact the City Law Director or me.

The Clerk of Council is not responsible for the committee minutes but does do the minutes for the public hearings.

The attached forms are available for your convenience which the Clerk of Council will supply upon request.

Bruce E. Hawkins, President of Council

Copy to: Rob Broeren, Law Director
Matthew T. Starr, Mayor
File



Mount Vernon

2022-2023

Planning and Zoning Committee Meeting Minutes

Chair: Mike Hillier

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Janis Seavolt	_____	City Engineer	_____
	Amber Keener	_____	Clerk	_____
	Mel Severns	_____	MV News	_____
	Mike Hillier	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

_____ 11/17/21

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munications\W1272.doc



Mount Vernon

2022-2023

Utilities Committee Meeting Minutes

Chair: Tammy Woods

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	___	Mayor	___
	Josh Kirby	___	S/S Director	___
	John Francis	___	Auditor	___
	Tammy Woods	___	Law Director	___
	Janis Seavolt	___	City Engineer	___
	Amber Keener	___	Clerk	___
	Mel Severns	___	MV News	___
	Mike Hillier	___	Knox Pages	___
			Fire Chief	___
			Police Chief	___

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

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munications\W1273.doc

Communication: Sample Utilities Committee Meeting Form (Committee Meetings)



Mount Vernon

2022-2023

Employee and Community Relations Committee Meeting Minutes

Chair: John Francis

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Mike Hillier	_____	City Engineer	_____
	Janis Seavolt	_____	Clerk	_____
	Amber Keener	_____	MV News	_____
	Mel Severns	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?



Mount Vernon

2022-2023

Parks and Lands Committee Meeting Minutes

Chair: Amber Keener

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Mike Hillier	_____	City Engineer	_____
	Janis Seavolt	_____	Clerk	_____
	Amber Keener	_____	MV News	_____
	Mel Severns	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

11/24/21



Mount Vernon

2022-2023

Streets and Public Buildings Committee Meeting Minutes

Chair: Mel Severns

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Mike Hillier	_____	City Engineer	_____
	Janis Seavolt	_____	Clerk	_____
	Amber Keener	_____	MV News	_____
	Mel Severns	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

11/24/21



2022-2023

Fire, Police, Civil Defense Committee Meeting Minutes

Chair: Josh Kirby

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Mike Hillier	_____	City Engineer	_____
	Janis Seavolt	_____	Clerk	_____
	Amber Keener	_____	MV News	_____
	Mel Severns	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

11/29/21



Mount Vernon

2022-2023

Finance and Budget Relations Committee Meeting Minutes

Chair: Janis Seavolt

Date: _____ Start Time: _____ End Time: _____

<u>Attending</u>	Bruce E. Hawkins	_____	Mayor	_____
	Josh Kirby	_____	S/S Director	_____
	John Francis	_____	Auditor	_____
	Tammy Woods	_____	Law Director	_____
	Mike Hillier	_____	City Engineer	_____
	Janis Seavolt	_____	Clerk	_____
	Amber Keener	_____	MV News	_____
	Mel Severns	_____	Knox Pages	_____
			Fire Chief	_____
			Police Chief	_____

Others:

What information was discussed?

Were there any decisions made, if so what?

Was there any legislation requested for a future date, if so please explain?

Were there any future meetings scheduled, if so who scheduled, what group (committee), when, where, what time?

12/22/17



TO: All Council Members

FROM: President of Council

DATE: January 10, 2022

RE: Council Casual Dress Policy

Thank you for your support of the casual dress policy during the summer months of June, July and August.

We will return to regular attire at the September meeting.

Thank you again for your support and cooperation.

Bruce E. Hawkins
President of Council

Copy: Procedure Manual

Communication: Council Casual Dress Policy (Committee Meetings)



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Oct. 11, 2021 – 6:00 p.m. to 6:20 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Matthew T. Starr, Mayor
Rick Dzik, Safety-Service Director
Terry Scott, Auditor
Rob Broeren, Law Director
Robert Morgan, Police Chief
Todd Hill, Clerk
Cheryl Splain, Knox Pages
David Stuller, City Treasurer

Council discussed Ordinance No. 2021-42, to explore the proper compensation needed to attract, and retain, a quality Assistant Law Director. Other topics regarding a proposed compensation model were included.

It was decided that Ordinance No. 2021-42 would be taken to a vote after discussion to amend the pay scale during the Legislative Session.

A 30-minute committee meeting was requested for Oct. 25, 2021 to continue discussion of Ordinance Nos. 2021-40, 2021-41 and 2021-43.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Nov. 8, 2021 – 6:30 p.m. to 7:19 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Terry Scott, Auditor
Rob Broeren, Law Director
Todd Hill, Clerk
Cheryl Splain, Knox Pages
Maurine Perry, HR Director

Council discussed Ordinance Nos. 2021-40, 2021-41 and 2021-43, in regard to the current need of proposed new positions in the Engineer's Department, Public Utilities, and the overall proposed compensation model.

No decisions were made but it was clear Council was not ready to vote on Ordinance No. 2021-40, regarding the compensation model.

No additional legislation was needed. A 30-minute committee meeting on the matter was requested for Dec. 13, 2021.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Nov. 22, 2021 – 6:35 p.m. to 6:51 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Rick Dzik, Safety-Service Director
Terry Scott, Auditor
Rob Broeren, Law Director
Todd Hill, Clerk
Cheryl Splain, Knox Pages
Robert Morgan, Police Chief

Police Chief Morgan briefed Council on the current staffing levels of the Police Department, which includes being down five officers. Three new officers are scheduled to be sworn in on Nov. 23, 2021. He expects the minimum number to return to four within the next two months. Chief Morgan also addressed Ordinance No. 2021-46, and how changing the number of supervisors would not impact boots on the ground. He could not, beyond pay, explain why a record number of officers have left the department this year.

No additional legislation was requested, and a 15-minute committee meeting on the matter was requested for Dec. 13, 2021.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Dec. 13, 2021 – 6:06 p.m. to 6:24 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Rick Dzik, Safety-Service Director
Terry Scott, Auditor
Rob Broeren, Law Director
Todd Hill, Clerk
Cheryl Splain, Knox Pages
Robert Morgan, Police Chief
Police Sgt. Aaron Collins and family

The committee continued discussion of Ordinance No. 2021-46. Both Law Director Broeren and Police Chief Morgan stated that if the ordinance were approved a grievance would likely be filed. However, they misrepresented the spirit of the legislation, which was to place the Patrol Commander back in patrol rotation temporarily while staffing shortages are being addressed. There was no intent to punish an officer recently promoted as was presented by Chief Morgan. It had been presented at earlier meetings that current and existing Police Officers felt overworked, expressed concern with low morale, and some were unhappy with 12-hour shifts while supervisors only worked 10-hour shifts.

Nothing was determined. Ultimately, the Committee Chair proposed to suspend the ordinance indefinitely, which Council approved unanimously. No additional legislation was requested, and no further meetings on the matter were scheduled.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Dec. 13, 2021 – 6:42 p.m. to 7:07 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Matthew Starr, Mayor
Rick Dzik, Safety-Service Director
Terry Scott, Auditor
Rob Broeren, Law Director
Todd Hill, Clerk
Cheryl Splain, Knox Pages
Robert Morgan, Police Chief

Auditor Terry Scott addressed Council with his recommendations for hourly and salary wages for non-bargaining unit personnel. This conversation is necessary because Council wants to be able to compare the proposed compensation model with what Scott believes is financially viable for the City's projected revenue in 2022 and 2023.

Scott was asked to propose draft legislation to Council for wage increases based on information he provided during the meeting. Council will come prepared to discuss proposed salaries and hourly wages because it is imperative that Council adopt legislation prior to the end of 2021. A 20-minute meeting on the matter was requested for Dec. 27, 2021.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



**Employee and Community Relations Committee Meeting Minutes
Committee Meeting**

Dec. 27, 2021 – 6:52 p.m. to 7:17 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
Samantha Scoles, First Ward
John Francis, Second Ward
Tammy Woods, Third Ward
Mike Hillier, Fourth Ward
Janis Seavolt, At-Large
Amber Keener, At-Large
Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Matthew Starr, Mayor
Rick Dzik, Safety-Service Director
Terry Scott, Auditor
Rob Broeren, Law Director
Todd Hill, Clerk
Cheryl Splain, Knox Pages
Robert Morgan, Police Chief
David Stuller, Treasurer
Mel Severns, Incoming Council Person
Josh Kirby, Incoming Council Person
Joshua Morrison

Council discussed draft compensation legislation to determine salary and hourly wages for 2022 and 2023. Any action was delayed. The committee did not have accurate documents to chart salaries for Police and Fire. It was decided to not add the compensation legislation to the agenda of the Legislative Session for the evening. Legislation can be added by the 2022-23 Council. No further meetings were requested on the matter.

Respectfully submitted,

Samantha Scoles, Chair
Employee and Community Relations Committee
Mount Vernon City Council

SC/tmn



Planning and Zoning Committee Meeting Minutes
Committee Meeting
Dec. 27, 2021 – 5:40 p.m. to 5:45 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
 Samantha Scoles, First Ward
 John Francis, Second Ward
 Tammy Woods, Third Ward
 Mike Hillier, Fourth Ward
 Amber Keener, At-Large
 Julia Warga, At-Large

ABSENT:

Janis Seavolt, At-Large

OTHERS IN ATTENDANCE:

Matthew T. Starr, Mayor
 Rick Dzik, Safety Service Director
 Terry Scott, Auditor
 Rob Broeren, Law Director
 Maurine Perry, Human Resources
 Todd Hill, Council Clerk
 Knox Pages
 David Stuller, Treasurer

The committee discussed Ordinance Nos. 2021-54 and 2021-55, both pertaining to annexation of property parcels in Clinton Township into the City of Mount Vernon. Law Director Rob Broeren commented on the legislation. The Chair indicated he would make a motion during the Legislative Session of Council to suspend the rule requiring three separate readings of the ordinances. No further committee meetings were requested on the matter.

Respectfully submitted,

Mike Hillier, Chair
 Planning and Zoning Committee
 Mount Vernon City Council

MH/th



Planning and Zoning Committee Meeting Minutes
Committee Meeting
Dec. 27, 2021 – 5:45 p.m. to 5:48 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
 Samantha Scoles, First Ward
 John Francis, Second Ward
 Tammy Woods, Third Ward
 Mike Hillier, Fourth Ward
 Amber Keener, At-Large
 Julia Warga, At-Large

ABSENT:

Janis Seavolt, At-Large

OTHERS IN ATTENDANCE:

Matthew T. Starr, Mayor
 Rick Dzik, Safety Service Director
 Terry Scott, Auditor
 Rob Broeren, Law Director
 Maurine Perry, Human Resources
 Todd Hill, Council Clerk
 Knox Pages
 David Stuller, Treasurer

The committee discussed Ordinance No. 2021-51, pertaining to the division of the City of Mount Vernon into wards following the release of the 2020 Census. Council Clerk Todd Hill commented on the legislation. The Chair indicated he would make a motion during the Legislative Session of Council to suspend the rule requiring three separate readings of the ordinance. No further committee meetings were requested on the matter.

Respectfully submitted,

Mike Hillier, Chair
 Planning and Zoning Committee
 Mount Vernon City Council

MH/th



Finance and Budget Committee Meeting Minutes
Committee Meeting
December 27, 2021 – 6:40 p.m. to 6:55 p.m.

COUNCIL PRESENT:

Bruce E. Hawkins, President
 Samantha Scoles, First Ward
 John Francis, Second Ward
 Tammy Woods, Third Ward
 Mike Hillier, Fourth Ward
 Janis Seavolt, At-Large
 Amber Keener, At-Large
 Julia Warga, At-Large

ABSENT:

None

OTHERS IN ATTENDANCE:

Matthew T. Starr, Mayor
 Rick Dzik, Safety-Service Director
 Rob Broeren, Law Director
 Terry Scott, Auditor
 David Stuller, Treasurer
 Todd Hill, Council Clerk
 Cheryl Splain, Knox Pages
 Robert K. Morgan, Police Chief

The committee discussed Ordinance No. 2021-53, pertaining to the setting of a one-time payment for hourly non-bargaining unit employees of the City of Mount Vernon. Mayor Matt Starr, Safety-Service Director Rick Dzik and Law Director Rob Broeren commented on the legislation. The Chair expressed concerns that an amended draft of the legislation was presented to the committee shortly before the meeting, and stated that the un-amended version would be up for consideration during the Legislative Session of Council. No further committee meetings were requested on the matter.

Respectfully submitted,

John Francis, Chair
 Finance and Budget Committee
 Mount Vernon City Council

JF/lnh



City Council
City of Mount Vernon
Mount Vernon, OH 43050

SCHEDULED

ORDINANCE 2022-01

Meeting: 01/10/22 7:30 PM
Dept: Finance and Budget
Francis, Hillier
Category: Finance
Prepared By: Terry Scott
Initiator: Todd Hill
DOC ID: 3453

AN ORDINANCE AMENDING SECTION 187.02(A), OF CHAPTER 187 OF THE CODIFIED ORDINANCES OF THE CITY OF MOUNT VERNON, OHIO; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mount Vernon, State of Ohio:

SECTION 1: That Section 187.02(a) of Chapter 187 of the Codified Ordinances of the City of Mount Vernon be amended to read as follows:

187.02 RATE AND DISTRIBUTION OF TAX

- (a) Commencing on January 1, 2006, or as soon thereafter as permitted by law, there is levied a tax of three percent (3%) on all rents received by a hotel for lodging furnished to transient guests, with total receipts applied as follows:
- (1) Five percent (5%) of the funds received shall be retained in the general fund.
 - (2) The remaining balance of tax receipts shall be deposited in a fund designated as Lodging Tax for distribution to agencies so designated by City Council to be used for the purposes of tourism destination marketing and tourism destination development to be granted to qualifying area not-for-profit organizations and projects.
 - (3) Each not-for-profit organization receiving Lodging Tax funding shall be responsible for reporting to City Council on a regular, but no less than an annual basis (report filed no later than February 1 after the close of the year) outlining the used of the funds and the performance of the organization based on the expectations outlined in the grant contract between the organization and the City of Mount Vernon.
 - (4) The City Council authorizes the Safety Service Director to enter into a grant contract with each of the following not-for-profit organizations for the Lodging Excise Tax fund to be distributed in the method and period of time designated:
 - i. Mount Vernon Parking Company - The contract period for the Mount Vernon Parking Company shall be for the period of January 1, ~~2020~~ **2022** through December 31, ~~2024~~ **2023**. The Mount Vernon Parking Company will receive ten percent (10%) of the total tax collected payable on a monthly basis.

- ii. Heritage Centre Association, Inc. of Mount Vernon, Ohio, dba: Main Street Mount Vernon - The contract period for the Heritage Centre Association, Inc., dba: Main Street Mount Vernon, shall be for the period of January 1, ~~2020~~ 2022 through December 31, ~~2024~~ 2023. The Heritage Centre Association, Inc., dba: Main Street Mount Vernon will receive thirty percent (30%) of the total tax collected payable on a monthly basis.
- iii. Knox Partnership for Arts & Culture, Inc., dba: The Woodward Opera House Conservancy - The contract period for Knox Partnership for Arts & Culture, Inc., dba: The Woodward Opera House Conservancy shall be for the period of January 1, ~~2020~~ 2022 through December 31, ~~2024~~ 2023. The Knox Partnership for Arts & Culture, Inc., dba: The Woodward Opera House Conservancy will receive twenty percent (20%) of the total tax collected payable on a monthly basis.
- iv. Knox County Convention & Visitors Bureau - The contract period for the Knox County Convention & Visitors Bureau shall be for the period of January 1, ~~2020~~ 2022 through December 31, ~~2024~~ 2023. The Knox County Convention & Visitors Bureau will receive twenty percent (20%) of the total tax collected payable on a monthly basis.
- v. Foundation Park Conservancy - The contract period for the Foundation Park Conservancy shall be for the period of January 1, ~~2020~~ 2022 through December 31, ~~2024~~ 2023. The Foundation Park Conservancy will receive five percent (5%) of the total tax collected payable on a monthly basis.
- vi. The remaining balance of tax receipts, ten percent (10%) shall be deposited in a fund created and designated as Available Petition Fund for distribution to not-for-profit agencies to be used for the purposes of tourism destination marketing and tourism destination development through an application process. The Greater Downtown Management Council (GDMC) will accept, review and give recommendation to the applications. The Mayor and the Auditor of the City of Mount Vernon, Ohio will have the authority to accept, modify, or reject the GDMC's recommendation of each application received.

SECTION 2: That Section 187.07(e), 187.09, 187.14, 187.14(g), 187.14(h), and 187.14(i) of Chapter 187 of the Codified Ordinances of the City of Mount Vernon be amended to read as follows:

187.07 PENALTIES AND INTEREST

(e) Penalties During Pendency of Hearing or Appeal. No penalty provided under the terms of this chapter shall be imposed during the pendency of any hearing provided for in

Section 187.08, nor during the pendency of any appeal to the Local Board of Tax Review provided for in Section 187.09.

187.09 APPEAL

Any operator aggrieved by any decision of the Auditor with respect to the amount of the tax, interest and penalties, if any, may appeal to the Local Board of Tax Review (as defined in Section 187.14 of the Codified Ordinances of the City of Mount Vernon, Ohio) by filing a notice of appeal with the Auditor within fifteen days of the serving or mailing of the determination of the tax due. The Board shall fix a time and place for hearing the appeal and shall give notice in writing to the operator at his last known place of address. The findings of the Board shall be served upon the appellant in the manner prescribed above for service of a notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

187.14 LOCAL BOARD OF TAX REVIEW

(g) Each Local Board of Tax Review created pursuant to this section shall adopt rules governing its procedures and shall keep a record of its transactions. Such records are not public records available for inspection under Ohio Revised Code Section 149.43. Hearings requested by a taxpayer before a Local Board of Tax Review created pursuant to this section are not meetings of a public body subject to Ohio R.C. 121.22.

(h) The Local Board of Tax Review is hereby created, which shall consist of three members. The three members of the Local Board of Tax Review must be domiciled in the Municipality.

Two members shall be appointed by the legislative authority of the Municipality, and may not be employees, elected officials, or contractors with the Municipality at any time during their term or in the five years immediately preceding the date of appointment. One member shall be appointed by the top administrative official of the Municipality. This member may be an employee of the Municipality, but may not be the director of finance or equivalent officer, or the Tax Administrator or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof.

The term for members of the Local Board of Tax Review appointed by the legislative authority of the Municipality shall be two years. There is no limit on the number of terms that a member may serve should the member be re-appointed by the legislative authority. The board member appointed by the top administrative official of the Municipality shall serve at the discretion of the administrative official.

Members of the Local Board of Tax Review appointed by the legislative authority may be removed by the legislative authority as set forth in Section 718.11(A)(4) of the Revised Code.

A member of the board who, for any reason, ceases to meet the qualifications for the position prescribed by this section shall resign immediately by operation of law.

A vacancy in an unexpired term shall be filled in the same manner as the original appointment within sixty days of when the vacancy was created. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of such term. No vacancy on the board shall impair the power and authority of the remaining members to exercise all the powers of the board.

If a member is temporarily unable to serve on the board due to a conflict of interest, illness, absence, or similar reason, the legislative authority or top administrative official that appointed the member shall appoint another individual to temporarily serve on the board in the member's place. This appointment shall be subject to the same requirements and limitations as are applicable to the appointment of the member temporarily unable to serve.

No member of the Local Board of Tax Review shall receive compensation, fee, or reimbursement of expenses for service on the board.

- (i) The Local Board of Tax Review may adopt rules and regulations governing the conduct of its affairs that are consistent with Section 187.

SECTION 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and to continue the enforcement of lodging excise tax regulations within the city and said Ordinance shall therefore, become effective upon its date of passage and approval by the Mayor, provided that it receives the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

HISTORY:

12/13/21 City Council SUSPENSION OF THE RULES

Francis made a motion to suspend the rule requiring three separate readings of Ordinance No. 2021-49, with a second by Hillier. Following a discussion with Law Director Rob Broeren over which Council members should abstain from voting because of the potential for a conflict of interest, the motion to suspend was defeated by a roll-call vote of 0-6, with Scoles abstaining. Ordinance No. 2021-49 was given a first reading.

12/27/21 City Council SECOND READING

Ordinance No. 2021-49 was given a second reading, and expired sine die with the end of the 2020-21 Council term.



City Council
City of Mount Vernon
Mount Vernon, OH 43050

Meeting: 01/10/22 7:30 PM
Dept: Employee and Community Rel.

Scoles, Woods

Category: Wages

Prepared By: Rob Broeren

Initiator: Todd Hill

SCHEDULED

ORDINANCE 2022-02

DOC ID: 3475

**AN ORDINANCE ESTABLISHING COMPENSATION FOR SUPERVISORY PERSONNEL
EFFECTIVE JANUARY 1, 2022, AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Mount Vernon, State of Ohio:

SECTION 1: That the following supervisory positions are hereby authorized at the salaries listed and upon the appropriation times listed below:

	<u>2022</u>	<u>2023</u>
(A) Director of Public Works	\$73,544.00	\$75,750.00
Assistant Director of Public Works for Streets/Storm water		\$61,592.00
\$63,440.00		
Assistant Director of Public Works for Parks/Recreation	\$61,592.00	\$63,440.00
Assistant Director of Public Works for Buildings/Cemetery		\$61,592.00
\$63,440.00		

(B) The Public Works Director will be paid 25% from the Street Fund, 25% from the Cemetery Fund and 50% from the General Fund.

(C) The Assistant Director of Public Works for Streets/Storm Water will be paid from the Street Fund.

(D) The Assistant Director of Public Works for Parks/Recreation will be paid from the General Fund.

(E) The Assistant Director of Public Works for Buildings/Cemetery will be paid 25% from the Cemetery Fund and 75% from the General Fund.

SECTION 2: The following supervisory positions are hereby authorized at the salaries listed and upon the appropriation times listed below:

Director of Public Safety-Service	\$88,195.00	\$90,841.00
Police Chief	\$85,766.00	\$88,339.00
Police Captain	\$79,095.00	\$81,468.00
Fire Chief	\$85,766.00	\$88,339.00
Civil Service Administrator	\$12,000.00	\$12,360.00
Assistant Law Director		\$71,523.00
\$73,669.00		

Assistant Law Director (II)	\$60,475.00	\$62,289.00
Income Tax Administrator	\$65,608.00	\$67,576.00
City Engineer	\$89,843.00	\$92,539.00
Project Engineer	\$62,000.00	\$65,100.00
Development Services	\$52,100.00	
\$55,163.00		
Director of Public Utilities	\$95,000.00	\$97,850.00
Assistant Director of Public Utilities	\$65,000.00	\$66,950.00
Director of Human Resources	\$75,600.00	\$77,868.00
Director of Domestic Violence Special Prosecutions Unit	\$ 5,000.00	\$ 5,000.00
Property Maintenance Officer	\$48,440.00	\$49,893.00
Community Advocacy Relations Division Director	\$64,397.00	\$66,329.00

SECTION 3: The salaries listed are the base salary for the designated positions. The following positions are eligible for annual longevity increments:

Annual Longevity Increments:

Director of Public Works	\$400.00
Assistant Directors of Public Works	\$400.00
Director of Public Safety-Service	\$600.00
Police Chief	\$600.00
Police Captain	\$600.00
Fire Chief	\$600.00
Assistant Law Director	\$400.00
Assistant Law Director (II)	\$400.00
Income Tax Administrator	\$400.00
City Engineer	\$600.00
Project Engineer	\$400.00
Development Services	\$400.00
Director of Public Utilities	\$400.00
Assistant Director of Public Utilities	\$400.00
Human Resources Director	\$400.00
Property Maintenance Officer	\$400.00
Community Advocacy Relations Division Director	\$400.00

This increment is to be computed on an annual basis, not to exceed five (5) years.

Annual Longevity Increments after five (5) years for all positions except those listed below:

Year 6	Year 7	Year 8	Year 9	Year 10
\$500.00	\$550.00	\$600.00	\$650.00	\$700.00

Safety-Service Director, Police Chief, Police Captain, Fire Chief, and City Engineer:

<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
\$650.00	\$700.00	\$750.00	\$800.00	\$850.00

The effective date of eligibility for an annual longevity increment shall be the anniversary date of employment in that position. If a position did not receive an Annual Longevity Increment, past service in that position shall be allowed towards determining the amount of increment to be added to the base salary.

SECTION 4: The normal work week for this position shall be forty (40) hours in pay status work on five (5) consecutive eight (8) hour days, Monday through Friday, exclusive of the time allotted for meals, during the period starting at 12:01 A. M. Sunday to 12:00 P. M. Midnight, Saturday. Supervisory personnel shall be subject to call whenever the need exists, and he shall not be entitled to overtime pay, compensatory time off, or flex time.

SECTION 5: These position shall be entitled to the benefits outlined in Section E of the Mount Vernon Employee Handbook effective August 2021, as amended, unless the employee is appointed by an elected office holder other than the Mayor. All employees appointed by an elected office holder other than the Mayor shall be entitled to those benefits outlined by their appointing authority.

SECTION 6: The salaries authorized by this ordinance shall become effective January 1, 2022. The salaries authorized by this Ordinance shall be payable bi-weekly. Any retroactive pay resulting from the passage of this ordinance shall be paid in a lump sum effective upon passage of this ordinance.

SECTION 7: Any provision in legislation previously adopted which is in conflict with this Ordinance is repealed.

SECTION 8: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety and for the further reason that an emergency exists in the usual daily operation of the Auditor's Office to establish and process payroll, therefore, become effective upon its date of passage and approval by the Mayor, provided that it receives the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.



City Council
City of Mount Vernon
Mount Vernon, OH 43050

Meeting: 01/10/22 7:30 PM
Dept: Employee and Community Rel.

Scoles, Woods

Category: Wages

Prepared By: Rob Broeren

Initiator: Todd Hill

SCHEDULED

ORDINANCE 2022-03

DOC ID: 3476

AN ORDINANCE FIXING THE NUMBER, WAGES AND BENEFITS OF HOURLY NON-BARGAINING UNIT EMPLOYEES OF THE CITY OF MOUNT VERNON, EFFECTIVE JANUARY 1, 2022; AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mount Vernon, Ohio:

SECTION 1: That this Ordinance fix the number, wages and benefits with regard to hourly non-bargaining unit employees of the City of Mount Vernon, Ohio, commencing on January 1, 2022, as follows:

Office of the Mayor: Administrative Assistant/Clerk of Council (1)
Office of Safety-Service: Administrative Asst., /Asst. Clerk of Council (1)
Office of City Auditor: Deputy Auditor and Assistant Deputy Auditor (3)
Office of City Income Tax: Income Tax Assistants (2)
Police Department: Executive Secretary (2)
Fire Department: Executive Secretary (1)
Office of Law Director: Legal Assistants (3)

	<u>2022</u>	<u>2023</u>
Starting Pay	\$21.19	\$21.83
One Year Rate	\$21.76	\$22.41
Two Year Rate	\$22.25	\$22.92
Three Year Rate	\$23.08	\$23.78

SECTION 2: Longevity shall be calculated at the rate of \$.15 per hour after an employee's third year through their tenth year of service, and \$.20 per hour each year of service thereafter. For any employees currently employed in any of the above listed positions, accumulated longevity will continue at the rate they currently have earned.

SECTION 3: These positions shall be entitled to the benefits outlined in Section E of the Mount Vernon Employee Handbook, effective August 2021, as amended, unless the employee is appointed by an elected office holder other than the Mayor. All employees appointed by an elected office holder other than the Mayor shall be entitled to those benefits outlined by their appointing authority.

SECTION 4: The compensation authorized by this Ordinance shall be payable bi-weekly.

SECTION 5: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety and for the further reason that an emergency exists in the usual daily operations of the Auditor's Office and said Ordinance shall, therefore, become effective upon its date of passage and approval by the Mayor, provided that it receives the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.



City Council
City of Mount Vernon
Mount Vernon, OH 43050

SCHEDULED

ORDINANCE 2022-04

Meeting: 01/10/22 7:30 PM
Dept: Planning and Zoning
Hillier, Keener
Category: Planning and Zoning
Prepared By: Rob Broeren
Initiator: Todd Hill
DOC ID: 3477

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF 210 N. SANDUSKY ST. (PARCEL NUMBER 66-00676.000) FROM THE PRESENT ZONING OF NC - NEIGHBORHOOD COMMERCIAL DISTRICT, TO GB - GENERAL BUSINESS DISTRICT; AND DECLARING AN EMERGENCY.

WHEREAS, the Council for the City of Mount Vernon has received an application for rezoning certain property within the City of Mount Vernon, specifically 210 N. Sandusky St.; and

WHEREAS, the Municipal Planning Commission for the City of Mount Vernon met on December 9, 2021 and voted unanimously to approve the zoning change from Neighborhood Commercial District to General Business District.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mount Vernon, State of Ohio:

SECTION 1: That the City of Mount Vernon hereby amends the zoning classification of the following parcel located at 210 N. Sandusky St. in the City of Mount Vernon: The zoning will be as indicated:

<u>PARCEL NO.</u>	<u>PROPOSED ZONING</u>
66-00676.000	GB- General Business District

SECTION 2: That the zoning classification be recorded in Title XI of the Planning and Zoning Codes of the Codified Ordinances of the City of Mount Vernon.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that an emergency exists in the usual daily operation of the various departments of the municipal government, and further, that this Council deems it imperative that immediate action be taken in order to insure the continued usual daily operation of the various departments of the municipal government, the said Ordinance shall, therefore, become effective upon its date of passage and approval by the Mayor, provided that it receives the affirmative vote of two-thirds (2/3) of the members elected to the Council of the City of Mount Vernon; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.