



**City Council
Legislative Session**

Agenda

**January 12, 2026
7:30 PM**

COMMITTEE MEETINGS

Mount Vernon City Council
Committee Meeting Schedule
January 12, 2026

Meeting Time	Item Under Consideration	Committee
7:00 - 7:15 p.m.	2026-27 Organizational Meeting (see attached agenda)	Council as a Whole

MEETING WILL RECESS UNTIL 7:30 P.M.

CALL TO ORDER

INVOCATION

Invocation to be given by Rev. Gene McBride

PLEDGE OF ALLEGIANCE

ACCEPTANCE OF MINUTES

12/22/2025 Minutes

RECEIVE PETITIONS AND COMMUNICATIONS

RECEIVE COMMITTEE REPORTS

PROCLAMATION

PERSONS SPEAKING ON MATTERS OF CITY CONCERN

Rev. Justin Meier

RESOLUTIONS FOR THIRD READING

RESOLUTIONS FOR SECOND READING

RESOLUTIONS FOR FIRST READING

RESOLUTION NO. 2026-01

A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2026, OF CITY-OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED;

AND DECLARING AN EMERGENCY.

Finance & Budget: Mahan, Severns

RESOLUTION NO. 2026-02

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF BARB BLAZER TO THE RECREATION BOARD; AND DECLARING AN EMERGENCY.

Employee & Community Relations: Keener, Ruckman

RESOLUTION NO. 2026-03

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE 2026 STREET CHIP SEAL PROJECT.

Streets & Public Buildings: Severns, Mahan

RESOLUTION NO. 2026-04

A RESOLUTION ADOPTING RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS FOR THE 2026-2027 BIENNIUM.

Land Use & Development: Jacklin, Keener

RESOLUTION NO. 2026-05

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE RENOVATION OF TWO FLOORS OF THE 236 SOUTH MAIN STREET, MOUNT VERNON MUNICIPAL CENTER; AND DECLARING AN EMERGENCY.

Streets & Public Buildings: Severns, Mahan

ORDINANCES FOR THIRD READING

ORDINANCES FOR SECOND READING

ORDINANCES FOR FIRST READING

REMARKS FROM THE ADMINISTRATION

REMARKS FROM COUNCIL

ADJOURN AT THE CALL OF THE PRESIDENT



**City Council
Organizational Meeting**

Agenda

**January 12, 2026
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 & 2024-07

- Ord. 2006-01
- Ord. 2024-07

Council Committees

- Committee Structure 26-27 (full)
- 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 2026

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/Public Hearing

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

Experience Mount Vernon – Appoint Council Member (1 year term)

Foundation Park Conservancy Board – Appoint Council Member (2 year term)

Knox County Convention and Visitor's Bureau – Appoint Council Member (1 year term)

OTHER BUSINESS

ADJOURN



City Council
City of Mount Vernon
Mount Vernon, OH 43050

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

SCHEDULED

ORDINANCE 2019-01

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

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.

L 4/18

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:

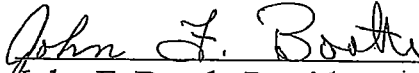
1. Length of service on Council;
2. Length of service as chairman of a committee;
3. When two or more claim seniority for any given position, the President of Council shall make the appointment;
4. Supporting members of the committees shall be appointed by the President of Council;

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.



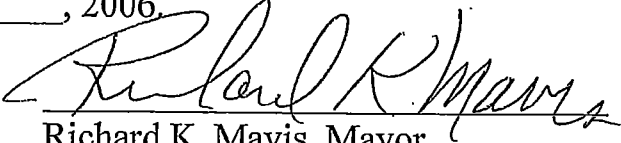
John F. Booth, President of Council

PASSED: January 9, 2006.

ATTEST: Janet Brown

Janet Brown, Clerk of Council

APPROVED: January 10, 2006.



Richard K. Mavis, Mayor



ADOPTED

ORDINANCE 2024-07

AN ORDINANCE TO AMEND SECTION 111.08 OF THE CODIFIED ORDINANCES OF THE CITY OF MOUNT VERNON REGARDING STANDING COMMITTEES OF COUNCIL; AND DECLARING AN EMERGENCY.

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

SECTION 1: That Section 111.08(a) of the Codified Ordinances be amended to read as follows (additions are in **bold**, deletions are in ~~strikethrough~~):

(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~~ **Recreation** Committee.
- (5) Streets and Public Buildings Committee.
- (6) ~~Planning and Zoning~~ **Land Use and Development** Committee.
- (7) Employee and Community Relations Committee.

SECTION 2: 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 to align the names of Council's committees with their areas of responsibility, 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.

COMMENTS - Current Meeting:

Keener made a motion to suspend the rule requiring three separate readings of Ordinance No. 2024-07, with a second by Mahan. Motion to amend passed by a roll-call vote of 7-0. Keener made a motion to adopt Ordinance No. 2024-07, with a second by Mahan. Motion to adopt passed by a roll-call vote of 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amber Keener, At Large
SECONDER:	James Mahan, First Ward
AYES:	Seavolt, Woods, Keener, Severns, Miller, Mahan, Ruckman

Bruce E. Hawkins, President of Council

PASSED: _____, 2024

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2024

Matthew T. Starr, Mayor



City Council Committee Structure

January 1, 2026 – December 31, 2027

Committee	Chair	Ranking Chair	Member	Member
Employee & Community Relations	Amber Keener	Ruckman	Hager	Mahan
Finance & Budget	Jay Mahan	Severns	Ruckman	Miller
Land Use & Development	Taylor Jacklin	Keener	Mahan	Hager
Parks & Recreation	LeNan Hager	Jacklin	Miller	Keener
Police, Fire, & Civil Defense	Dale Miller	Hager	Jacklin	Ruckman
Streets & Public Buildings	Mel Severns	Mahan	Severns	Jacklin
Utilities	John Ruckman	Miller	Keener	Severns

Updated 12/16/2025

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 Recreation Committee.
 - (5) Streets and Public Buildings Committee.
 - (6) Land Use and Development 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 and Budget - 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 and 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 Recreation - all legislation and matters pertaining to all city lands, parks and cemetery.
6. Land Use and Development - 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.



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 12, 2026.

Bruce E. Hawkins, President of Council

Zac Sherman, Clerk of Council



Council Seniority List 2026

- Bruce Hawkins – President – 2000
- Amber Keener – 2021
- Mel Severns – 2022
- James Mahan – 2022
- John Ruckman – 2023
- LeNan Hager – 2025
- Taylor Jacklin – 2026
- Dale Miller – 2026

Date of Service on Council

January 1, 2026 – December 31, 2027

1	Keener	June	2021
2	Severns	January	2022
3	Mahan	November	2022
4	Ruckman	July	2023
5	Hager	March	2025
6	Jacklin	January	2026
7	Miller	January	2026

Council Seating – 2026

Facing seating – left to right

Hager Mahan Keener Severns Hawkins Jacklin Ruckman Miller

12/02/2025



2026-2027 Elected Officials Roster

City Council

Bruce E. Hawkins (12-27)	President
102 N. Concord St.	
bhawkins@mtvernonoh.gov	
James Mahan (22-27)	First Ward
226 Delano St.	740-324-7229
jmahan@mtvernonoh.gov	
John Ruckman (23-27)	Second Ward
812 W. Gambier St.	740-398-6522
jruckman@mtvernonoh.gov	
Taylor Jacklin (26-27)	Third Ward
tjacklin@mtvernonoh.gov	
LeNan Hager (25-27)	Fourth Ward
200 North Park St.	740-263-7077
lhager@mtvernonoh.gov	
Amber Keener (21-27)	At-Large
702 E. High St.	740-326-1888
akeener@mtvernonoh.gov	
Dale Miller (26-27)	At Large
damiller@mtvernonoh.gov	
Mel Severns (22-27)	At-Large
21 Longitude Drive	740-358-0058
mseverns@mtvernonoh.gov	

Administration

Matthew T. Starr	Mayor
40 Public Square	740-393-9517
mtvmayor@@mtvernonoh.gov	
*Tanner S. Salyers	Safety-Service Director
40 Public Square	740-393-9520
mtvssd@mtvernonoh.gov	
P. Robert Broeren, Jr.	Law Director
5 North Gay Street	740-393-9562
probertbroeren@mtvernonoh.gov	
John Thatcher	Judge
5 North Gay Street	740-393-9510
judgethatcher@rrohio.com	
David Stuller	Treasurer
40 Public Square	
mtvtreasurer@mtvernonoh.gov	
Dan Brinkman	Auditor
40 Public Square	740-393-9521
dbrinkman@mtvernonoh.gov	
*Zac Sherman	Clerk of Council
40 Public Square	
zsherman@mtvernonoh.gov	
*Todd Hill	Asst. to the Mayor
40 Public Square	740-393-9517
thill@mtvernonoh.gov	

*The Codified Ordinances of the City of Mount Vernon are located at www.mtvernonoh.gov
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 2026**

All meetings begin at 7:30 p.m.

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

* Not a Monday meeting date

**1 *School Board Combined Meeting TBA*

**2 *Commissioner Combined Meeting TBA*

**Holidays Observed
For 2026
By City Offices**

- January 1 - New Year's Day
- January 19 - M. Luther King Jr. Day
- February 16 – Presidents' Day
- May 25 - Memorial Day
- June 19 – Juneteenth
- July 4 - Independence Day
- September 7 - Labor Day
- November 11 - Veterans Day
- November 26 - Thanksgiving Day
- November 27 - Thanksgiving Holiday
- December 24 – Christmas Eve
- December 25 – Christmas Day

**Council Committees
2026 - 2027**

Employee & Community Relations
Keener, Ruckman

Finance & Budget
Mahan, Severns

Land Use & Development
Jacklin, Keener

Parks & Recreation
Hager, Jacklin

Police, Fire, and Civil Defense
Miller, Hager

Streets & Public Buildings
Severns, Mahan

Utilities
Ruckman, Miller



MEMO

TO All Council Members
FROM Bruce E. Hawkins, President of Council
DATE January 12, 2026
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/zs



Request to Speak at Mount Vernon City Council on Matters of Public Concern

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 Hours: Monday-

Office fax: 740-397-6595

Friday 8 am – 4 pm

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 8, 2024.**



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. Thank you for your cooperation.

Approved the City Law Director and Council – **January 8, 2024**



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 of Public Concern effective January 12, 2026.

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 may complete an application to speak on matters of public concern during a Legislate Meeting. Such persons shall be granted four (4) minutes to speak. At the end of that time, the speaker may request an additional four (4) minutes, whether the additional time is granted is dependent on City Council.

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 12, 2026.

Sincerely,

Bruce E. Hawkins
President of Council

Zac Sherman
Clerk of Council

BEH/zs

Copies: Law Director
Mayor
File



TO: Zac Sherman
Clerk of Council
Mount Vernon City Council

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

DATE January 12, 2026

RE: Minutes of Mount Vernon City Council Meetings

In 2010 it was decided that the minutes of previous council meetings would not be 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

Zac Sherman, Clerk of Council

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



MEMO

TO All Council Members
FROM President of Council
DATE January 12, 2026
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



TO: All Council Members
FROM: President of Council
DATE: January 8, 2024
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

Legislative Session Minutes

December 22, 2025

COMMITTEE MEETINGS

**Committee Meeting Schedule
December 22, 2025**

6:05 - 6:20 p.m.	Executive Session on Acquiring Property	Land Use & Development - Keener
6:20 - 6:32 p.m.	Lodging Tax (Res. 136)	Finance - Seavolt
6:32 - 6:51 p.m.	Sufficiency of Petition to add Founders Grove to the NCA	Public Hearing
6:51 - 7:05 p.m.	Flood Plain	Land Use & Development - Keener
7:05 - 7:15 p.m.	Ohio Natural Gas Aggregation (Res. 131)	Utilities - Ruckman

- Council Committee Meeting 12-22-2025

RESULT:	ANNOUNCED
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- Flooplain Levee Status

7:15 P.M. SWEARING IN OF 2026 ELECTED OFFICIALS

MEETING WILL RECESS UNTIL 7:30 P.M.

CALL TO ORDER

Attendee	Title	Status
Janis Seavolt	At Large	Present
Tammy Woods	Third Ward	Present
Amber Keener	At Large	Present
Mel Severns	Councilman	Present
James Mahan	First Ward	Present
John Ruckman	Second Ward	Present
LeNan Hager		Present
Bruce Hawkins	President	Present

<small><RollCallList Status="Absent"></small> {Attendee(*)}:First Last}	{Attendee(*)}:Title}	Absent
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INVOCATION

Invocation given by Rev. Justin Meier, Grace Baptist Church.

PLEDGE OF ALLEGIANCE

All recited in unison.

ACCEPTANCE OF MINUTES

- City Council - Legislative Session - Dec 8, 2025 7:30 PM

Seavolt made a motion to accept the minutes of the Dec. 8, 2025 legislative session. Woods seconded. Accepted by unanimous voice vote.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RECEIVE PETITIONS AND COMMUNICATIONS

RECEIVE COMMITTEE REPORTS

LIQUOR CONTROL LICENSE

Application for liquor license:

JBS Flappers Inc.
15 W High St.
1st Floor & Basement & Patio
Mount Vernon, OH 43050

Mrs. Woods said that if there are any questions regarding the liquor license, to direct them to the Clerk of Council, Zac Sherman.

PROCLAMATION

Two proclamations were given at the end of the evening. See the note under remarks from the administration.

PERSONS SPEAKING ON MATTERS OF CITY CONCERN

RESOLUTIONS FOR THIRD READING

RESOLUTION NO. 2025-131

A RESOLUTION TO AUTHORIZE AMENDMENTS TO THE CITY OF MOUNT VERNON, KNOX COUNTY, OHIO NATURAL GAS AGGREGATION PLAN OF OPERATION AND GOVERNANCE; AND DECLARING AN EMERGENCY.

Utilities: Ruckman, Hager

Ruckman made a motion to adopt Resolution 2025-131. Hager seconded. Safety-Service Director Salyers noted that the amendments take effect at the conclusion of the current contract. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ruckman, Second Ward
SECONDER:	LeNan Hager
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTIONS FOR SECOND READING

RESOLUTIONS FOR FIRST READING

RESOLUTION NO. 2025-135

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR OF THE CITY OF MOUNT VERNON TO ENTER INTO AN AGREEMENT TO ACQUIRE IN WHOLE OR IN PART PARCELS OF PROPERTY LOCATED WITHIN THE CITY OF MOUNT VERNON; AND DECLARING AN EMERGENCY.

Land Use and Development: Keener, Mahan

Keener made a motion to suspend the rules and take Resolution 2025-135 to its third and final reading. Mahan seconded. Rules suspended by unanimous roll call vote. Keener made a motion to adopt Resolution 2025-135. Mahan seconded. Keener noted that there had been an executive committee meeting to discuss this item earlier. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amber Keener, At Large
SECONDER:	James Mahan, First Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTION NO. 2025-136

A RESOLUTION ESTABLISHING THE DISTRIBUTION OF DESIGNATED PROGRAM FUNDS FROM THE CITY OF MOUNT VERNON LODGING EXCISE TAX FOR THE 2026–2027 CONTRACT CYCLE; AND DECLARING AN EMERGENCY.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to table Resolution 2025-136. Woods seconded. tabled by unanimous roll call vote. Following the conclusion of the ordinances, Seavolt made a motion to remove Resolution 2025-136 from the table and bring it back to the floor for consideration. Woods seconded. Resolution 2025-136 brought back to the floor by unanimous roll call vote. Seavolt made a motion to suspend the rules and take Resolution 2025-136 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to adopt Resolution 2025-136. Woods seconded. Keener clarified that the submission of performance reports go to GDMC and auditor. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTION NO. 2025-137

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO DISPOSE OF BUILDINGS OWNED BY THE CITY OF MOUNT VERNON NOT NEEDED FOR PUBLIC USE BY THE CITY; AND DECLARING AN EMERGENCY.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to suspend the rules and take Resolution 2025-137 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to adopt Resolution 2025-137. Woods seconded. Engineer Brian Ball noted that the city has a property with a home and garage on it. The city wishes to sell the house and garage. The buyer(s) will then pick up the structure(s) and move them to a new location. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTION NO. 2025-138

A RESOLUTION AUTHORIZING AND DIRECTING THE AUDITOR OF THE CITY OF MOUNT VERNON TO TRANSFER CERTAIN FUNDS.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to suspend the rules and take Resolution 2025-138 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to amend Resolution 2025-138 as submitted in writing. Woods seconded. Amended by unanimous roll call vote. Seavolt made a motion to adopt Resolution 2025-138. Woods seconded. Auditor Brinkman noted that the resolution is to balance budget lines across the city for the end of the year. It is not adding money, but rather, rearranging it. Adopted by unanimous roll call vote.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTION NO. 2025-139

A RESOLUTION AUTHORIZING AND DIRECTING THE AUDITOR OF THE CITY OF MOUNT VERNON TO MAKE SUPPLEMENTAL APPROPRIATIONS.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to suspend the rules and take Resolution 2025-139 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to adopt Resolution 2025-139.

Woods seconded. Auditor Brinkman noted that this appropriation is for grant reimbursement. And that the city is close to closing on properties for the Route 13 realignment. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

RESOLUTION NO. 2025-140

A RESOLUTION AUTHORIZING AND DIRECTING THE AUDITOR OF THE CITY OF MOUNT VERNON TO PAY BILLS PURSUANT TO SECTION 5705.41 (D), THEN AND NOW CERTIFICATION.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to suspend the rules and take Resolution 2025-140 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to adopt Resolution 2025-140. Woods seconded. Auditor Brinkman noted many of the lines on the resolution were for items planned for, but not assigned lines. The Civica system is one that the city hoped to retire in October, but will continue until April 1, 2026 due to implementation delays. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

ORDINANCES FOR THIRD READING

ORDINANCES FOR SECOND READING

ORDINANCE NO. 2025-38

AN ORDINANCE AMENDING CHAPTER 187 OF THE CODIFIED ORDINANCES OF THE CITY OF MOUNT VERNON, OHIO; AND DECLARING AN EMERGENCY.

Finance and Budget: Seavolt, Woods

Seavolt made a motion to suspend the rules and take Ordinance 2025-38 to its third and final reading. Woods seconded. Rules suspended by unanimous roll call vote. Seavolt made a motion to amend Ordinance 2025-38 as submitted in writing. Woods seconded. Adopted by unanimous roll call vote. Seavolt made a motion to adopt Ordinance 2025-38. Woods seconded. Adopted by unanimous roll call vote.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Janis Seavolt, At Large
SECONDER:	Tammy Woods, Third Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

ORDINANCES FOR FIRST READING

ORDINANCE NO. 2025-39

APPROVING THE APPLICATION TO ADD CERTAIN REAL PROPERTY TO THE MOUNT VERNON NEW COMMUNITY AUTHORITY DISTRICT AND TO AMEND THE PETITION FOR ESTABLISHMENT OF THE MOUNT VERNON NEW COMMUNITY AUTHORITY AS A NEW COMMUNITY AUTHORITY UNDER CHAPTER 349 OF THE OHIO REVISED CODE; AND DECLARING AN EMERGENCY.

Land Use and Development: Keener, Mahan

Keener made a motion to suspend the rules and take Ordinance 2025-39 to its third and final reading. Mahan seconded. Rules suspended by unanimous roll call vote. Keener made a motion to adopt Ordinance 2025-39. Mahan seconded. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amber Keener, At Large
SECONDER:	James Mahan, First Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

ORDINANCE NO. 2025-40

CONSENTING TO THE SECOND SUPPLEMENTAL DECLARATION OF COVENANTS AND RESTRICTIONS FOR THE MOUNT VERNON NEW COMMUNITY AUTHORITY AND PROVIDING RELATED AUTHORIZATIONS; AND DECLARING AN EMERGENCY.

Land Use and Development: Keener, Mahan

Keener made a motion to suspend the rules and take Ordinance 2025-40 to its third and final reading. Mahan seconded. Rules suspended by unanimous roll call vote. Keener made a motion to adopt Ordinance 2025-40. Mahan seconded. Adopted by unanimous roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amber Keener, At Large
SECONDER:	James Mahan, First Ward
AYES:	Seavolt, Woods, Keener, Severns, Mahan, Ruckman, Hager

REMARKS FROM THE ADMINISTRATION

Mayor Matt Starr congratulated council on leaning into tough decisions and doing the work that needed to be done throughout the year. He welcomed the two incoming council members. He issued two proclamations. One for Tammy Woods, for her six years of service on Mount Vernon City Council. And for Janis Seavolt, for her fourteen years of service on Mount Vernon City Council. Both were gifted their proclamations and a retired city flag.

Safety-Service Director Salyers thanked Council, particularly Woods and Seavolt. He announced that the city is working with Kenyon's Center for the Study of American Democracy on the Washington Forum. This will be a year of programming in 2026, with the first event on January 28 at the Woodward Opera House, with guest speaker Prof. Yerxa from Ashland University's Ashbrook Center.

Treasurer Stuller wished all a Merry Christmas and Happy Hanukah. He bade farewell to Woods and Seavolt.

Auditor Brinkman wished Woods and Seavolt the best. Wished all a Merry Christmas and Happy Hanukah.

Law Director Broeren thanked Council for an interesting year. He bade farewell to Woods and Seavolt, noting that he would miss them both.

REMARKS FROM COUNCIL

Hager thanked everyone for an excellent year. Wished happy holidays to all.

Severns wished Seavolt and Woods well, and wished all a Merry Christmas and Happy Hanukah. He encouraged fellow council members to consider participating in the police academy.

Ruckman gave his best to Woods and Seavolt. Expressed gratitude for the update on the flood plain. Looks forward to the work to be done in 2026. Wished all a Merry Christmas and Happy Hanukah.

Keener wished all a Merry Christmas.

Mahan thanked Seavolt and Woods for their service. Wished all safe travels.

Woods thanked the small group that encouraged her to run seven years ago for office. She thanked her husband for his support. She noted her encouragement at the number of people who wish to be involved in Council. And encouraged others who are not involved, to connect with the city.

Seavolt noted that she has throughout enjoyed working with such wonderful people over the past fourteen years. Council members leaving was always sad, but it was exciting to see the new people come in, or to see those who were once on Council move into administrative roles in the city, like Safety-Service Director Salyers and Mayor Starr. She wished all a Merry Christmas.

Hawkins noted his appreciation for the combined twenty years of service that Seavolt and Woods have rendered to the city. He noted that for the new Council Members there is a training on Jan. 5 at 7 p.m. And, on Dec. 23, SPI Spot will be open in the afternoon and playing Christmas music.

ADJOURN AT THE CALL OF THE PRESIDENT

Woods made a motion to adjourn *sine die*. Seavolt seconded. Adjourned at 8:16 p.m. by unanimous voice vote.

Bruce E. Hawkins, President of Council

Zachary Sherman, Clerk of Council

CD on file/th



City Council
City of Mount Vernon
Mount Vernon, OH 43050

SCHEDULED

Meeting: 01/12/26 7:30 PM
Dept: Finance and Budget
Mahan, Severns
Category: Agreement
Prepared By: Zac Sherman
Initiator: Zac Sherman

RESOLUTION 2026-01

A RESOLUTION AUTHORIZING THE SALE, BY INTERNET AUCTION DURING CALENDAR YEAR 2026, OF CITY-OWNED PERSONAL PROPERTY WHICH IS NOT NEEDED FOR PUBLIC USE OR WHICH IS OBSOLETE OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to R.C. 721.15(D), Council for the City of Mount Vernon, Ohio may adopt, during each calendar year, a resolution expressing its intent to sell municipally owned property, regardless of the property's value, by Internet auction. This Resolution must include a description of how auctions will be conducted, specifying the number of days for bidding, and stating the general terms and conditions of sale; and

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

SECTION 1: During calendar year 2026, City-owned personal property that is not needed for public use, or which is obsolete or unfit for the use for which it was acquired, may be sold at Internet auction.

SECTION 2: All Internet auction sales shall be conducted under the authority and direction of the Safety-Service Director or his designee(s).

SECTION 3: All Internet auction sales shall be conducted by the GovDeals.com Internet auction service, or a similar website.

SECTION 4: All Internet auction sales shall be conducted pursuant to the rules and regulations promulgated and in effect for the Internet auction site. For each Internet auction sale, bidding shall remain open for not less than ten (10) days, including Saturdays, Sundays and legal holidays.

SECTION 5: The City of Mount Vernon shall give notice of the sale by publication on the City's website and social media accounts, or as provided in R.C. 7.16, notice of its intent to sell all unneeded, obsolete or unfit municipal personal property by Internet auction. This notice shall include a summary of the information provided herein and shall be published twice. The second notice shall be published not less than ten (10) nor more than twenty (20) days after the previous notice. A similar notice also shall be posted continually throughout the calendar year in a conspicuous place in the office of the Assistant to the Mayor. The notice also shall be posted continually throughout the calendar year on the City's website.

SECTION 6: All prior legislation, or any parts thereof, which is/are consistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

SECTION 7: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and expedite the sale of unneeded municipal personal property, and said Resolution 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.

Bruce E. Hawkins, President of Council

PASSED: _____, 2026

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2026

Matthew T. Starr, Mayor



City Council
City of Mount Vernon
Mount Vernon, OH 43050

Meeting: 1/12/2026 7:30 PM
Dept: Employee and Community Rel.
Keener, Ruckman
Category: Appointment
Prepared By: Zac Sherman
Initiator: Zac Sherman

SCHEDULED

RESOLUTION 2026-02

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF BARB BLAZER TO THE RECREATION BOARD; AND DECLARING AN EMERGENCY.

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

SECTION 1: That the Council for the City of Mount Vernon confirms the Mayor's appointment of Barb Blazer, 401 N. Main St., Mount Vernon, Ohio to the Recreation Board, commencing on February 20, 2026 and expiring on February 20, 2031.

SECTION 2: This Resolution 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 Resolution 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.

Bruce E. Hawkins, President of Council

PASSED: _____, 2026

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2026

Matthew T. Starr, Mayor



City Council
City of Mount Vernon
Mount Vernon, OH 43050

Meeting: 1/12/2026 7:30 PM
Dept: Streets & Public Buildings
Severns, Mahan
Category: Contract
Prepared By: Zac Sherman
Initiator: Zac Sherman

SCHEDULED

RESOLUTION 2026-03

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE 2026 STREET CHIP SEAL PROJECT.

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

SECTION 1: That the Safety-Service Director for the City of Mount Vernon is hereby authorized and directed to advertise for bids and enter into a contract for the 2026 street chip seal project.

Bruce E. Hawkins, President of Council

PASSED: _____, 2026

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2026

Matthew T. Starr, Mayor



SCHEDULED

RESOLUTION 2026-04

A RESOLUTION ADOPTING RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS FOR THE 2026-2027 BIENNIUM.

WHEREAS, the Codified Ordinances of the City of Mount Vernon establish certain requirements for the conduct of City Council business; and

WHEREAS, the Codified Ordinances are not exhaustive in their provisions governing Council meetings; and

WHEREAS, Council has, over the years, adopted a number of policies for the conduct of Council meetings; and

WHEREAS, Ohio Revised Code Section 731.45 empowers the legislative authorities of municipal corporations to adopt rules for the conduct of their business,

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

SECTION 1: That Council hereby adopts the following rules for the conduct of its sessions during the 2026-2027 term:

1. Conducting Business in the Absence of the President or President Pro-Tempore.

In the absence of the Council President or Council President Pro-Tempore, the most senior member present shall preside over the meeting.

2. Public Participation

(a.) Public participation is encouraged at Committee meetings of Council.

(b.) The public has the right to attend Council meetings, but does not have the right to participate. A majority of Council members present may request that a member of the public participate in a Council meeting.

(c.) 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 Council.

3. Public Comments on Matters of City Concern. Members of the public may address Council on matters of City concern at Council meetings, after completing a form available to them through the Clerk of Council. The subject of these remarks must be an

issue that is within Council's jurisdiction. Speaking time will be limited to four (4) minutes, and must be directed to the issue of concern. Personal attacks on Council, elected officials, City administrators or other citizens will not be tolerated. Anyone who makes personal attacks will be gavelled out of order, and shall forfeit their right to continue to speak and remain at the meeting.

Requests to speak must be made prior to the meeting. These requests are reviewed prior to the meeting and written requests should be made by noon on the Friday prior to the Monday Council meeting. If this is impossible, the latest acceptable time for the submission of the form is 15 minutes prior to the beginning of the Council meeting. Prepared documents and illustration documents must be submitted with the Clerk's form and become public record.

4. Requests to Speak at Public Hearings of Council. From time to time, Council will hold public hearings on legislation and other topics within the jurisdiction of Council Committees. Persons wishing to make comments at public hearings will be asked to complete a request-to-speak form available from the Clerk of Council.

All persons addressing public hearings must state their names and addresses for the record. Remarks will be limited to four (4) minutes, and speakers must confine their remarks to the subject of the hearing. Personal attacks on Council, elected officials, City administrators or other citizens will not be tolerated. Anyone who makes personal attacks will be gavelled out of order, and shall forfeit their right to continue to speak and remain at the meeting.

If a group is present to speak on the same issue, Council requests that they appoint a spokesperson for the group. Petitions or prepared materials presented to Council must also be presented to the Clerk for inclusion in the Council record.

At public hearings, the Chair will recognize a party in favor, followed by a party in opposition, in succession, until all persons wishing to speak on the matter have had the opportunity to do so or until the debate becomes redundant.

5. Minutes of Council Meetings. Minutes of all meetings shall be maintained by the Clerk of Council. Meeting minutes shall be submitted for approval by Council at the next succeeding meeting. Council members shall have an opportunity to review the minutes of the previous meeting before moving to adopt them, but the minutes shall not be read by the Clerk in their entirety. The President of Council shall ask members whether additions or corrections to the minutes are necessary. If no corrections are needed, the President shall call for a motion and second to approve the minutes which shall be approved or not approved by voice vote. If corrections are needed, the minutes shall be presented at the next meeting for approval by the same procedure.

6. Minutes of Committee Meetings. Minutes of Council committees shall be maintained by the Chair of the committee, including executive sessions. They shall be taken and turned over to the Clerk of Council on the form supplied by the Clerk for inclusion in the

record. If the meeting is recorded, the recording must also be submitted to the Clerk as a public record.

7. Order of Meeting Agenda Items. Council may, by majority vote, adjust the order of items on a Council meeting agenda.

8. Casual Dress During the Summer Months. Council shall adhere to a policy of business dress at Council meetings, except during the months of June, July and August, when there shall be a casual dress policy.

9. Procedures not Covered by Ordinance or These Rules. For any procedure not addressed by Codified Ordinance or these Rules, Council will use Robert's Rules of Order to resolve disputes as to the procedure to be used.

SECTION 2: This Resolution shall take immediate effect upon passage.

Bruce E. Hawkins, President of Council

PASSED: _____, 2026

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2026

Matthew T. Starr, Mayor



City Council
City of Mount Vernon
Mount Vernon, OH 43050

Meeting: 1/12/2026 7:30 PM
Dept: Streets & Public Buildings
Severns, Mahan
Category: Contract
Prepared By: Zac Sherman
Initiator: Zac Sherman

SCHEDULED

RESOLUTION 2026-05

A RESOLUTION AUTHORIZING THE SAFETY-SERVICE DIRECTOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE RENOVATION OF TWO FLOORS OF THE 236 SOUTH MAIN STREET, MOUNT VERNON MUNICIPAL CENTER; AND DECLARING AN EMERGENCY.

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

SECTION 1: That the Safety-Service Director for the City of Mount Vernon is hereby authorized and directed to advertise for bids and enter into a contract for the renovation of two floors of the 236 South Main Street, Mount Vernon Municipal Center (AKA, Central Ohio Technical College).

SECTION 2: This Resolution 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 it is necessary for the usual daily operation of the various departments of the municipal government, the said Resolution 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.

Bruce E. Hawkins, President of Council

PASSED: _____, 2026

ATTEST: _____
Zachary Sherman, Clerk of Council

APPROVED: _____, 2026

Matthew T. Starr, Mayor