

**NORTH RIDGEVILLE CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
POLICE DEPARTMENT TRAINING ROOM – 6:30 p.m.
March 06, 2023**

To Order:

Chairman Jason Jacobs called the Committee of the Whole meeting to order at 6:30 p.m.

Pledge of Allegiance:

Led by President Jason Jacobs

Roll Call:

Members present: Councilwoman Holly Swenk, Councilman Dennis Boose, Councilman Bruce Abens, Councilman Clifford Winkel, Councilwoman Georgia Awig, Councilman Martin DeVries, and President Jason Jacobs.

Also present: Safety Service Director Jeff Armbruster, Law Director Brian Moriarty, Clerk of Council Nicholas Ciofani, and Assistant Clerk of Council Fijabi Gallam.

New Business:

City Council Bylaws

Chairman Jacobs explained that a copy of the Bylaws was provided to City Council 14 days before the meeting. The following are the additional changes that were added after the Committee-of-the-Whole Meeting on February 6, 2023. (The bylaws with revised changes are attached to the minutes):

- Section 6:
 - A. “Seated at the left hand of the President” to “Seated to the left of the President”.
 - C. The Administration shall be seated at a table near Council as follows: Starting from the left - Safety-Service Director, Mayor, Engineer, and Director of Finance.
- Section 7:
 - D. Title Changed to “Votes Required For Passage Of Ordinances, Formal Resolutions, And Motions”
 - 1. Where a vote of two-thirds of all seven (7) members of Council is required by law – minimum of five (5) affirmative votes is necessary.
 - 3. Removed this line.
 - 4. Removed this line.
- Section 9:
 - 16. Changed “Committee Meeting Announcements” and “Meeting Announcements”
- Section 13:
 - Added, “A Committee of the Whole committee report is not required.”
 - Changed and added the second and last paragraph from Section 21, “All written committee reports shall be read by the Clerk of Council. An affirmative vote of a majority is necessary to accept the report.”
- Section 17:
 - Added “only” in the second paragraph.
 - Removed the 3rd paragraph.

- Section 18:
 - Removed this line.
- Section 19:
 - Added, “All matters presented to Council may be referred to an appropriate committee by the Council President”
- Section 21:
 - The second and third paragraphs were moved to Section 13 and amended.

There were no further discussions between the City Council and the Administration.

Moved by President Jacobs and seconded by Winkel to accept the changes to the Bylaws.

A roll call vote was taken and the motion carried.

Yes – 7 No – 0

Adjournment:

Chairman Jacobs adjourned the meeting at 6:38 p.m.

Approved on March 20, 2023.



Jason R. Jacobs
PRESIDENT OF COUNCIL



Nicholas Ciofani
CLERK OF COUNCIL



COUNCIL BY-LAWS

**OFFICIALS OF COUNCIL
2022-2023 Term**

**Jason Jacobs
President of Council
Council At Large**

**Georgia Awig
Council At Large**

**Martin DeVries
Council At Large**

**Holly Swenk
Ward 1**

**Dennis Boose
Ward 2**

**Bruce Abens
Ward 3 and Pro Tem**

**Clifford Winkel
Ward 4**

**Nicholas Ciofani
Clerk of Council**

**Fijabi Gallam, MMC
Assistant Clerk of Council**

**Tina Wieber
Deputy Clerk of Council**

7307 Avon Belden Road

North Ridgeville, OHIO 44039

(440) 353-1508

North Ridgeville City Council Bylaws

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52		

(Amended, date)



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53 **SECTION 1: ORGANIZATION**

54

55 The organization meeting of Council shall be held in accordance with Section 3.9 of the Charter
56 of the City of North Ridgeville.

57

58 **SECTION 2: REGULAR MEETING**

59

60 A. Council shall hold regular meetings on the first and third Monday~~s~~ of each month.

61

62 B. Meetings shall convene at 7:00 P.M. and adjourn no later than 10:00 P.M. unless extended by a
63 two-thirds vote of the members present. (Amended 12.07.2020; Effective 01.04.2021)

64

65 C. If a regular meeting falls on a legal holiday, that meeting shall be held on the following
66 business day.

67

68 **SECTION 3: SPECIAL MEETINGS**

69

70 Special meetings shall be called by the Mayor or any three (3) members of Council. There shall
71 be at least twenty-four (24) hours~~s~~ notice given, in writing, or digitally with confirmation. Said notice shall
72 state the subject to be considered at the meeting, and no other subject may be considered prior to those
73 for which the meeting was called.

74

75 **SECTION 4: OPEN MEETING**

76

77 All meetings of Council, including regular, special~~s~~, and committee meetings shall be open to the
78 public; except that executive sessions may be held to discuss those subjects permitted by the general laws
79 of Ohio in accordance with the procedure set forth in the general laws of Ohio.

80

81 **SECTION 5: QUORUM**

82

83 A majority of the members of Council (4) shall constitute a quorum to do business (Section 3.10 of
84 the City Charter).

85

86 **SECTION 6: SEATING**

87

88 A. The President of Council will be seated in the center of the Council table ~~at the south wall~~.
89 The Clerk of Council will be seated ~~at to~~ the right hand of the President. ~~—~~ Council's legal
90 representative will be seated ~~at to~~ the left hand of the President.

91

92

93 B. ~~Right wing of Council seating shall be as follows:~~

94

Starting at the Clerk's right - Third Ward, Second Ward, First Ward~~s~~.

95

96 ~~Left wing of Council seating shall be as follows:~~

97

Starting at Council's legal representative's left - Fourth Ward, with at-Large members

98

(Amended date)



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99
100 If the President of Council is a Ward Council person, the seating shall be adjusted accordingly.
101

102 C. The Administration shall be seated at a table ~~on the west wall near Council~~ as follows:
103 ~~Starting from the left of the last seated at Large Member -- Auditor, Starting from the left~~
104 ~~Safety-Service Director, Mayor, Engineer, and Director of Finance, Engineer, Mayor and~~
105 ~~Safety-Service Director.~~
106

107 D. In the event of a Council replacement, the replacement will take the seating position of the
108 Council member he or she has replaced.
109

110 **SECTION 7: ——— VOTING**

111
112 A. A general voice vote of "yes" or "no" may be taken at the discretion of the President of Council
113 unless a member votes no or abstains. In such case a roll-call vote will be taken.
114

115 B. All roll call votes shall be taken in seating sequence (Ward I, Ward II, etc.) except that the
116 President shall vote last.
117

118 C. An abstention vote is to be considered as a vote not cast and shall neither count as a yes or no
119 vote.
120

121 **D. Votes Required For Passage Of Ordinances, Formal Resolution, and Motions**

122
123 1. All votes require an affirmative vote of a majority of all seven (7) members of Council
124 for passage.
125

126 2. Where a vote of two-thirds of all seven (7) members of Council is required by law – a
127 minimum of five (5) affirmative votes are necessary.
128

129 **SECTION 8: ——— COUNCIL COMMITTEES**

130
131 1. Safety Committee shall consider all matters related to the safety and protection of persons and
132 property. This scope of activity shall include, but not be limited to, present and future needs for:
133

134 Crime Prevention	Crime Investigation
135 Traffic Control	Traffic Accident Prevention
136 Fire Prevention Fire-fighting	
137 Disaster Prevention and Control	Narcotics and Drug Control
138 Animal Control	

139
140 2. Buildings & Lands Committee shall consider all matters related to the development of North
141 Ridgeville. This scope of activity shall include, but not be limited to, the present and future needs for
142 Industrial Development, Commercial Development, and Residential Development.
143

144 It shall be this Committee's responsibility to consider specifically those matters which directly
145 influence development to each type of area, such as:
146

147 Zoning Regulation	Land Use Developments
-----------------------	-----------------------

(Amended, date)



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148 Utility Requirements (Development only) Housing and Building Standards
 149 Zoning Board of Appeals Liaison Planning Commission Liaison
 150

151 A Planning Commission Alternate Liaison shall be appointed by the President of Council and
 152 subject to the approval of a majority of all of the members of Council, for such term as Council shall
 153 determine. The Planning Commission Alternate Liaison shall serve upon the request of the Planning
 154 Commission Liaison or when the Planning Commission Liaison is unable for any cause to perform his or
 155 her duties. The Planning Commission Alternate Liaison shall have the same rights, powers and duties as
 156 the Planning Commission Liaison.
 157

158 3. Streets, Sidewalks & Bridges Committee shall consider all matters related to citizens
 159 convenience and communication to assure that North Ridgeville is a convenient and pleasant place to
 160 live. Their scope of activity shall include, but not be limited to the following, present and future needs for
 161

162 Highways, Roads and Streets Sidewalks
 163 Bridges Storm water and Surface Drainage
 164

165 4. Utilities Committee shall consider all matters related to the environment of North Ridgeville. This
 166 scope of activity shall include, but not be limited to, the present and future needs for:
 167

168 Water Service Sanitary Services
 169 Gas, Electric, Telephone Service Public Transportation
 170 Public Communication Systems Water, Air, Noise Pollution
 171 Libraries and Similar Service Other Pollution
 172 Utilities Facilities and Equipment
 173

174 5. Administrative Committee shall consider all matters related to organization, procedures, and
 175 personnel. This scope of activity shall include but not be limited to, the present and future needs of:
 176

177 Organization Structure Staffing Requirements
 178 Wages and Salaries Operating Procedures
 179

180 6. Finance Committee shall consider all matters related to the financial requirements or conditions
 181 of the City. This scope of activity shall include, but not be limited to, the present and future needs for:
 182

183 Annual Budget Appropriations Funding Requirements
 184 Financial Operating Reports Financial Planning
 185 Funding Research
 186

187 **SECTION 9: ~~ORDER OF BUSINESS~~**
 188

189 The business of all regular meetings of Council shall be transacted as far as practicable, and unless
 190 changed by a vote of a majority of the members present in the following order:
 191

192 Agenda
 193

- 194 1. Call to Order
- 195 2. Invocation
- 196 3. Pledge of Allegiance
- 197 4. Roll Call

(Amended date)



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- 198 5. Minutes - Corrections (if any) and Approval
- 199 6. Lobby
- 200 7. Administrators' Reports
- 201 A. Mayor
- 202 B. Safety-Service Director
- 203 C. Engineer
- 204 D. ~~Auditor~~Director of Finance
- 205 E. Other Reports
- 206 8. Council Committee Reports
- 207 9. Correspondence
- 208 10. Old Business
- 209 11. New Business
- 210 12. Recess
- 211 13. First Readings
- 212 14. Second Readings
- 213 15. Third Readings
- 214 16. ~~Committee~~ Meeting Announcements
- 215 17. Adjournment
- 216

217 **SECTION 10: PRESENTATION OF MINUTES**

218

219 Minutes of preceding regular, special meetings or public hearings will not be read except by a
 220 mandated majority vote of Council. The President shall allow time for a motion to read the minutes,
 221 should a member desire them read. A second to the motion will be required, and a roll call vote taken on
 222 any such motion.

223

224 The Clerk of Council shall prepare electronic copies of all minutes or paper copies upon request
 225 for each Council member, the Mayor, the Safety-Service Director, the Law Director, the ~~Auditor~~Director
 226 of Finance and the Engineer prior to 4:00 P.M. of the Wednesday prior to the regular meeting of Council.
 227

228 **SECTION 11: CLERK OF COUNCIL**

229

230 All matters pertaining to City Council business must be filed with the Clerk's Office.

231

232

233

234 **SECTION 12: MAYOR AND DIRECTORS REPORTS**

235

236 The Mayor, Safety-Service Director, Engineer, and ~~Auditor~~Director of Finance are requested to
 237 provide an oral report to the Council at each meeting. President of Council has the discretion to control
 238 the length of time for each report with the intention of being a brief overview. Due to time constraints,
 239 reports will be kept short.

240

241 **SECTION 13: COUNCIL COMMITTEE REPORTS**

242

(Amended, date)



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Council Committee reports shall be prepared after a Committee meeting if an action was taken during the meeting. ~~A Committee of the Whole committee report is not required.~~ The report shall be prepared by the Clerk of Council or the Committee Chairperson and signed by members of the Committee.

~~All reports of Committees shall be received by the Clerk's office no later than 12:00 P.M. on the Thursday prior to a regular Council meeting.~~

~~All written committee reports shall be read by the Clerk of Council. An affirmative vote of the majority of Council is necessary to accept the report.~~

SECTION 14: NEW BUSINESS

Provides members of Council the opportunity to bring up issues not covered in the meeting, pending issues, or items requiring clarification.

SECTION 15: ORDINANCES AND RESOLUTIONS

Ordinance and Resolution submittals include matters which have NOT been previously before Council. All proposed legislation, except as set forth below, shall be introduced to Council as the first item under Ordinances and Resolutions.

All legislation will be introduced to Council without the emergency clause.

No legislation shall be brought before Council for action at the same meeting as the committee report.

SECTION 16. OLD BUSINESS

Includes any item of business which is pending before Council, or has been tabled and needs to be brought back to the floor for consideration.

SECTION 17: SPONSORING LEGISLATION

Members of Council will have the right to sponsor legislation. The names of the sponsor(s) of Ordinances or Resolutions will appear on all legislation and in the permanent records. In addition, they will appear on the agenda.

Legislation may only be introduced by any member of Council or the Mayor.

~~Legislation from any other department or person shall be referred to a committee for study.~~

SECTION 18: READING OF LEGISLATION

1. All Ordinances in which the emergency has been incorporated will be read in full at least once if so desired by at least one member of Council.

2. All legislation will be read by title only, except in the case of adopting or amending zoning laws or assessment Ordinances (Section 3.12 of the Charter) or if otherwise excepted by previous rules.

(Amended date)

NORTH
Ridgeville

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289
290 3. All legislation shall be posted ~~on the bulletin board in the lobby at City Hall and~~ through
291 electronic media (Section 3.16 of the Charter) before reading and action by Council unless the Rule of
292 Cloture is suspended.

293
294 ~~4. All proposed legislation shall be posted in the rear of Council Chambers.~~

295
296 ~~6.1.~~ Notwithstanding previous exception, if Council desires to have an Ordinance or Resolution
297 read in full this may be done by a majority vote of Council.
298

299 **SECTION 19: COMMITTEE REFERENCE**

300
301 All matters presented to Council may be referred to an appropriate committee ~~by the Council~~
302 ~~President~~ for investigation and possible report before Council action is taken, and any matters so
303 referred shall be studied at a public committee meeting of such committee. Any report of this study must
304 be made to Council, in writing, ~~no later than the next City Council Meeting (Regular, Special, or~~
305 ~~Emergency) within after sixty ninety (2066) days of reference.~~ Any matter assigned to more than two
306 Council committees shall be entertained at a Committee of the Whole meeting.
307
308
309
310

311 **SECTION 20: COMMITTEE MEETINGS**

312
313 Committee meetings shall be ~~arranged prior to meetings with~~ arranged with the Clerk of Council
314 in order to avoid scheduling conflicts. Meeting dates and times then will be announced at the allotted
315 time.
316

317 **SECTION 21: CORRESPONDENCE AND REPORTS ~~FROM ADMINISTRATION~~**

318
319 ~~All correspondence and administration reports shall be received by the Clerk's office no later than~~
320 ~~4:30 P.M. on the Tuesday prior to a regular Council meeting.~~

321
322 ~~All reports of Committees shall be received by the Clerk's office no later than 8:00 A.M. on the~~
323 ~~Thursday prior to a regular Council meeting.~~

324
325 ~~All written committee reports shall be read by the Clerk of Council. After reading, the first motion~~
326 ~~to be in order is to accept the report, after which will come consideration, discussion, amendment, and~~
327 ~~final action. If the report is defeated and a minority report is then offered, a motion to accept the minority~~
328 ~~report is in order. No minority report will be entertained without a corresponding majority report.~~
329

330 **SECTION 22: CORRESPONDENCE POLICY FROM NON-ADMINISTRATION**

331
332 1. Hard copy correspondence received which concerns matters relevant to the affairs of the City
333 addressed to City Council as a whole will be distributed to each City Council member electronically
334 and noted in the correspondence portion of the agenda at the next meeting.
335

(Amended date)



North Ridgeville City Council Bylaws

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2. Email correspondence received which concerns matters relevant to the affairs of the City addressed to City Council as a whole will be distributed to each City Council member electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person and only if the person has indicated their name and address on the correspondence.

3. Hard copy or email correspondence received which concerns matters relevant to the affairs of the City addressed to individual City Council member(s) will be distributed to the identified City Council member(s) electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person and only if the person has indicated their name and address on the correspondence. The City Council member may request the correspondence be noted on the agenda by the cloture deadline.

4. In the event that City Council as a whole receives several items of hard copy or email correspondence on the same subject, the Clerk of Council will summarize the correspondence noting on the agenda that a specific number of pieces came in regarding the subject matter.

5. Hard copy or email correspondence received from non-residents, excluding government agencies and businesses, shall not be noted at a City Council meeting.

6. This policy may be suspended by a majority vote of City Council.

7. All correspondence to be read at regular Council meetings must be received by the Clerk of Council no later than 4:30 P.M. Tuesday prior to a Council meeting.

SECTION 232: DOCKET

1. The Clerk of Council will prepare and maintain a docket for all Council legislation, recording the current status and ultimate disposition.

2. The Clerk of Council will notify all Council members of any outstanding business from the docket.

SECTION 243: PERMISSION TO SPEAK

No member shall be allowed to speak except from his/her assigned place. No member shall speak a second time on a given question until all others have had a chance to speak on the subject. Persons other than Council members may address Council upon recognition by the President of Council, and shall be subject to the same rules that apply to Council members. Non-members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council.

All questions must be addressed to the President, and must proceed through the President. No member of Council, the Mayor, or any City official, or any member of the audience may call upon another person to speak until given permission by the President.

SECTION 254: PRESIDENT OF COUNCIL

(Amended date)



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383 Shall preside at all meetings of Council and at all meetings of Committees of the Whole. In the
 384 absence of the President, the President Pro-Tem shall preside at these meetings. The President of Council
 385 is an ex-officio member of all committees of Council, without formal vote in the committee.
 386

387 **SECTION 266: AUDIENCE PARTICIPATION (LOBBY)**
 388

389 The public will be permitted to speak, at designated times, on any subject related to the business
 390 of Council or the general affairs of the City of North Ridgeville. Audience members shall not speak longer
 391 than three minutes nor more than once on one question unless permitted by a majority of Council.
 392

393 **SECTION 276: AGENDA**
 394

395 The Clerk of Council will prepare an agenda and distribute via electronic media to each Council
 396 member, the Mayor and all department heads prior to each meeting. The agenda will list the complete
 397 order of the business for said meeting. The Clerk will have sufficient paper copies of the agenda located
 398 in the back of Council Chambers for audience members.
 399

400 **SECTION 287: PARLIAMENTARY RULES**
 401

402 The Council shall be governed by Roberts Rules of Order, current revised edition, in all matters of
 403 business unless otherwise specified in the By-laws.
 404

405 **SECTION 298: CLOTURE DEADLINE**
 406

407 All correspondence to be read at regular Council meetings must be received by the Clerk of
 408 Council no later than 4:30 P.M. Tuesday prior to a Council meeting.
 409

410 All Committee reports to be read at regular Council meetings must be received by the Clerk of
 411 Council no later than ~~12:00 P.M.~~ 12:00 P.M., Thursday prior to a Council meeting.
 412

413 All legislation, minutes and any other reports must be received by 4:30 P.M. Tuesday prior to a
 414 regular Council meeting by the Clerk of Council.
 415

416 Planning Commission reports to Council must be received by the Clerk of Council no later than
 417 4:00 P.M. Wednesday prior to a regular Council meeting.
 418

419 Planning Commission minutes must be received by the Clerk of Council no later than 4:00 P.M.
 420 Friday prior to a regular Council meeting.
 421

422 The ~~Auditor's Director of Finance's~~ financial report must be received by the Clerk of Council no
 423 later than 4:00 P.M. Friday prior to a regular Council Meeting.
 424

425 If a holiday falls on a Tuesday or Wednesday prior to a Council meeting, all materials must be
 426 received by the Clerk of Council no later than 4:30 P.M. Monday prior to a regular Council meeting.
 427

(Amended date)



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428 **SECTION ~~2930:~~ —SUSPENSION OF RULES**

429

430 These rules may be suspended by a two-thirds vote of all seven (7) members of Council, on any
431 specific issue, at any special or regular meeting of Council.
432

433 **SECTION 319: AMENDMENTS**

434

435 These rules may be amended by two-thirds vote of all seven (7) members of Council on at least
436 fourteen (14) days' notice, in writing, to all members of Council. Such notice to consist of said proposed
437 amendments.
438
439
440
441

442 **ADOPTED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL JANUARY 2, 2006**
443 **AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL FEBRUARY 4, 2008**
444 **AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL MAY 3, 2010**
445 **CITY COUNCIL REFERRED TO ADMIN ON JANUARY 6, 2014**
446 **ADMIN ON FEBRUARY 3, 2014**
447 **COMMITTEE REPORT ACCEPTED ON FEBRUARY 18, 2014**
448 **AMENDED BY CITY COUNCIL ON MARCH 3, 2014**
449 **AMENDED BY CITY COUNCIL ON DECEMBER 7, 2020**
450 **AMENDED BY CITY COUNCIL ON DECEMBER 7, 2020**
451

(Amended, date)

