

**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



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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**

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7307 Avon Belden Road
North Ridgeville, OHIO 44039
(440) 353-1508

North Ridgeville City Council Bylaws 2

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(Amended, date)



North Ridgeville City Council Bylaws

53 SECTION 1: ORGANIZATION

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

58 SECTION 2: REGULAR MEETING

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

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

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

68 SECTION 3: SPECIAL MEETINGS

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

75 SECTION 4: OPEN MEETING

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

81 SECTION 5: QUORUM

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

86 SECTION 6: SEATING

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

B. ~~Right wing of~~ Council seating shall be as follows:
Starting at the Clerk's right - Third Ward, Second Ward, First Ward;

~~Left wing of Council seating shall be as follows:~~
Starting at Council's legal representative's left - Fourth Ward, with at-Large members taking alphabetical order.

(Amended date)



North Ridgeville City Council Bylaws

- 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)



North Ridgeville City Council Bylaws

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

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

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
163
164

Highways, Roads and Streets	Sidewalks
Bridges	Storm water and Surface Drainage

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:

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Water Service	Sanitary Services
Gas, Electric, Telephone Service	Public Transportation
Public Communication Systems	Water, Air, Noise Pollution
Libraries and Similar Service	Other Pollution
Utilities Facilities and Equipment	

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
178
179

Organization Structure	Staffing Requirements
Wages and Salaries	Operating Procedures

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
184
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186

Annual Budget Appropriations	Funding Requirements
Financial Operating Reports	Financial Planning
Funding Research	

187 **SECTION 9: -ORDER OF BUSINESS**

188

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

191

192 Agenda

193
194
195
196
197

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call

(Amended date)



North Ridgeville City Council Bylaws

- 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)



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

246
247 ~~All reports of Committees shall be received by the Clerk's office no later than 12:00 P.M. on the~~
248 ~~Thursday prior to a regular Council meeting.~~

249
250 ~~All written committee reports shall be read by the Clerk of Council. An affirmative vote of the~~
251 ~~majority of Council is necessary to accept the report.~~

252 **SECTION 14: NEW BUSINESS**

253
254 Provides members of Council the opportunity to bring up issues not covered in the meeting,
255 pending issues, or items requiring clarification.
256

257 **SECTION 15: ORDINANCES AND RESOLUTIONS**

258
259 Ordinance and Resolution submittals include matters which have NOT been previously before
260 Council. All proposed legislation, except as set forth below, shall be introduced to Council as the first item
261 under Ordinances and Resolutions.

262
263 All legislation will be introduced to Council without the emergency clause.

264
265 No legislation shall be brought before Council for action at the same meeting as the committee
266 report.

267 **SECTION 16. OLD BUSINESS**

268
269 Includes any item of business which is pending before Council, or has been tabled and needs to
270 be brought back to the floor for consideration.
271

272 **SECTION 17: SPONSORING LEGISLATION**

273
274 Members of Council will have the right to sponsor legislation. The names of the sponsor(s) of
275 Ordinances or Resolutions will appear on all legislation and in the permanent records. In addition, they
276 will appear on the agenda.

277
278 Legislation may only be introduced by any member of Council or the Mayor.

279
280 ~~Legislation from any other department or person shall be referred to a committee for study.~~
281

282 **SECTION 18: READING OF LEGISLATION**

283
284 1. All Ordinances in which the emergency has been incorporated will be read in full at least once
285 if so desired by at least one member of Council.

286
287 2. All legislation will be read by title only, except in the case of adopting or amending zoning
288 laws or assessment Ordinances (Section 3.12 of the Charter) or if otherwise excepted by previous rules.

(Amended date)



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

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

~~4.~~ Notwithstanding previous exception, if Council desires to have an Ordinance or Resolution read in full this may be done by a majority vote of Council.

299 **SECTION 19: COMMITTEE REFERENCE**

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

311 **SECTION 20: COMMITTEE MEETINGS**

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

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

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

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

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

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

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1. Hard copy 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 and noted in the correspondence portion of the agenda at the next meeting.

(Amended date)



- 336 2. Email correspondence received which concerns matters relevant to the affairs of the City
- 337 addressed to City Council as a whole will be distributed to each City Council member
- 338 electronically. This correspondence will not be noted at a City Council meeting unless specifically
- 339 asked to do so by the person and only if the person has indicated their name and address on the
- 340 correspondence.
- 341
- 342 3. Hard copy or email correspondence received which concerns matters relevant to the affairs of the
- 343 City addressed to individual City Council member(s) will be distributed to the identified City
- 344 Council member(s) electronically. This correspondence will not be noted at a City Council
- 345 meeting unless specifically asked to do so by the person and only if the person has indicated their
- 346 name and address on the correspondence. The City Council member may request the
- 347 correspondence be noted on the agenda by the cloture deadline.
- 348
- 349 4. In the event that City Council as a whole receives several items of hard copy or email
- 350 correspondence on the same subject, the Clerk of Council will summarize the correspondence
- 351 noting on the agenda that a specific number of pieces came in regarding the subject matter.
- 352
- 353 5. Hard copy or email correspondence received from non-residents, excluding government agencies
- 354 and businesses, shall not be noted at a City Council meeting.
- 355
- 356 6. This policy may be suspended by a majority vote of City Council.
- 357
- 358 7. All correspondence to be read at regular Council meetings must be received by the Clerk of
- 359 Council no later than 4:30 P.M. Tuesday prior to a Council meeting.
- 360

361 **SECTION 232: DOCKET**

- 362
- 363 1. The Clerk of Council will prepare and maintain a docket for all Council legislation, recording
- 364 the current status and ultimate disposition.
- 365
- 366 2. The Clerk of Council will notify all Council members of any outstanding business from the
- 367 docket.
- 368

369 **SECTION 243: PERMISSION TO SPEAK**

370
371 No member shall be allowed to speak except from his/her assigned place. No member shall speak
372 a second time on a given question until all others have had a chance to speak on the subject. Persons
373 other than Council members may address Council upon recognition by the President of Council, and shall
374 be subject to the same rules that apply to Council members. Non-members shall not speak longer than
375 three minutes nor more than once on one question unless permitted by a majority of Council.

376
377 All questions must be addressed to the President, and must proceed through the President. No
378 member of Council, the Mayor, or any City official, or any member of the audience may call upon another
379 person to speak until given permission by the President.

380
381 **SECTION 254: PRESIDENT OF COUNCIL**

382

(Amended date)



North Ridgeville City Council Bylaws

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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)



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.

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**ADOPTED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL JANUARY 2, 2006
AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL FEBRUARY 4, 2008
AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL MAY 3, 2010
CITY COUNCIL REFERRED TO ADMIN ON JANUARY 6, 2014
ADMIN ON FEBRUARY 3, 2014
COMMITTEE REPORT ACCEPTED ON FEBRUARY 18, 2014
AMENDED BY CITY COUNCIL ON MARCH 3, 2014
AMENDED BY CITY COUNCIL ON DECEMBER 7, 2020
AMENDED BY CITY COUNCIL ON **DECEMBER 7, 2020****

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(Amended, date)

