

Special Working Council Session Minutes

*Wednesday, January 17 2024 – 6 PM
 Council Chambers*

Item	Presented By:	Action	Topic	Report
Roll Call for Quorum				<p>The Village Council convened a special in-person meeting on Wednesday, January 17, 2024, at 6 PM with xxx presiding. The purpose of the meeting is to discuss the rules of council for the new term.</p> <p>Roll call of Council Members: Ms. Bruewer: Present Ms. Chaney: Present Mr. Fischer: Present Ms. Kreimer: Present Ms. Mayle: Present Ms. Snyder: Present</p>
New Business		Discussion	<ul style="list-style-type: none"> • Rules of Council • 	<p>Mr. Butler explained the previous rules of council indicate the Mayor appoints chairs to committees.</p> <p>Ms. Mayle indicated that Council Rules can be changed to limit appointment of chair.</p> <p>Mr. Butler asked whether council would like to continue the practice of limiting contact to the Solicitor through Mr. Hirth.</p> <p>Ms. Bruewer asked for a metric on the monthly finance report to see solicitor’s usage by council members. Mr. Pridonoff explained a specific line item exists to indicate current appropriations for the solicitor.</p> <p>Ms. Kreimer suggested adding information to the rules about emails, texts, and other communications that are subject to the Sunshine Laws.</p> <p>Ms. Bruewer confirmed that the version of Council Rules should be based on those passed in Jan. 2022. https://www.golfmanoroh.gov/wp-content/pdf/Rules%20of%20Order%20and%20Procedure%20Governing%20Village%20of%20Golf%20Manor_R011022.pdf</p>

			<p>Ms. Kreimer suggested the meeting go section by section to change or add language.</p> <p><i>“Changes to meeting schedule: Meetings of the Council and its committees, board, and commissions can only be rescheduled in the following circumstances due to federal, state, and local holidays, religious holidays of its members that would prevent attendance at said meeting, or preplanned vacations that would prevent quorum to be reached. Decisions to reschedule meetings must be debated and recorded in a full Council meeting to allow sufficient time for communication to the public.</i></p> <p><i>For cancellation of meetings under special circumstances, the Admin, Mayor (if Admin unavailable), or Vice-mayor (if Admin and Mayor are unavailable) are authorized (in succession) to announce cancellation.”</i></p> <p>Ms. Snyder asked about the requirement of Recording Clerk to take minutes for committees and commissions. Mr. Butler explained that council could appoint someone to take minutes. Mr. Kreimer recommended asking committee members to appoint their own scribe.</p> <p>Ms. Bruewer asked what procedure will be helpful for reporting minutes. Mr. Hirth indicated at least 48 hours before the next meeting is an important standard. Mr. Densmore recommended 2 business days before a meeting instead of 48 hours. Mr. Pridonoff suggested end of business day preceding 2 business days before the next meeting.</p> <p>Mr. Hirth suggested accountability to the recorder for minutes of all meetings, if Recording Clerk is not present. Mr. Bruewer said this will be taken care of in a later section.</p> <p>Ms. Snyder suggests deleting the last sentence from the Meeting Procedures, Quorum paragraph.</p> <p>Ms. Snyder suggests adding to the Robert’s Rules of Order section to include all committees and commissions.</p> <p>Ms. Kreimer asked whether the document “Rules of Order” is also “Rules of Council”. She recommended adopting one phrase.</p> <p>Ms. Mayle indicated Economic Development and Community Engagement should not be grouped together. Mr. Densmore expressed Economic Development should be a part of Finance.</p> <p>Ms. Kreimer suggests adding the language of committees defining their own mission. Mr. Butler asked, if the Mayor created a committee, does he not also define he mission? Ms. Kreimer asked for committees to define their own priorities to be presented to council.</p> <p>Mr. Densmore explained the current description on the website of the three appointed committees.</p> <p>Ms. Bruewer asked for a structured dialogue of committee descriptions.</p> <p>Ms. Snyder suggested deleting the last sentence in first paragraph of Village Council Committees.</p>
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Adjourn			<p>Motion to adjourn at 8:13PM by Ms. Chaney Second by Ms. Mayle. All voted in favor.</p>

Approvals:

_____ Date: _____
Submitted by Eric Pridonoff, Fiscal Officer

_____ Date: _____
Stefan Densmore, Mayor

_____ Date: _____
Carolynne Johnson, Asst. Clerk