

Jason Jacobs, At-Large/President of Council  
Georgia Awig, At-Large  
Martin DeVries, At-Large  
Holly A. Swenk, Ward 1  
Dennis Boose, Ward 2  
Bruce F. Abens, Ward 3/President Pro-Tem  
Clifford Winkel, Ward 4



**COMMITTEE OF THE WHOLE MEETING**  
**POLICE DEPARTMENT TRAINING ROOM**  
**AGENDA OF MONDAY, MARCH 6, 2023**  
**6:30 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**NEW BUSINESS**

City Council Bylaws

**ADJOURNMENT**

Meetings are broadcast on the North Ridgeville YouTube channel at:  
[www.youtube.com/channel/UCThTaGFRof\\_AOvxSYAzMNYg](http://www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg)

Visit the City Council webpage to access agenda items:  
<http://www.nridgeville.org/Council.aspx>



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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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19

7307 Avon Belden Road

North Ridgeville, OHIO 44039

(440) 353-1508

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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~~2~~ 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~~s~~, 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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85

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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98

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)

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:

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



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  
 184 Financial Operating Reports Funding Requirements  
 185 Funding Research Financial Planning

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



- 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

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.

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 54. 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 (90/60) 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

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**

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 265: 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 ~~8~~12:00 P.A.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

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

429  
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432

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

433 **SECTION ~~310~~: AMENDMENTS**

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These rules may be amended by two-thirds vote of all seven (7) members of Council on at least fourteen (14) days' notice, in writing, to all members of Council. Such notice to consist of said proposed 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****