

Holly A. Swenk, At-Large/President of Council  
Paul Wolanski, At-Large  
Cali Zingale, At-Large  
Katie Rogerson, Ward 1  
Robert Holub, Ward 2  
Bruce F. Abens, Ward 3  
Clifford Winkel, Ward 4/President Pro-Tem



Kevin Corcoran, Mayor

**Committee of the Whole**  
**CITY HALL COUNCIL CHAMBERS**  
**AGENDA OF APRIL 13, 2026**  
**7:00 PM**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**NEW BUSINESS**

- O 2026-27 An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled *Mobile Food Vendors*, by replacing it in its entirety with a new *Chapter 857 titled Mobile Food Vehicles*.  
(Introduced by Mayor Corcoran)

Discussion of Bylaws — Continued

**ADJOURNMENT**



**To:** Committee of the Whole  
**From:**  
**Prepared By:** Planning and Development Department  
**Meeting Date:** Monday, April 13, 2026 7:00 PM  
**Agenda Name:** Committee of the Whole Meeting

**LEGISLATION TITLE:**

O 2026-27 An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled *Mobile Food Vendors*, by replacing it in its entirety with a new *Chapter 857 titled Mobile Food Vehicles*.  
Introduced by Mayor Corcoran

**WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):**

Recommended Actions:

Adopt after Three Readings

Reason for Legislation and Action:

The existing Chapter 857 regulations were adopted approximately 10 years ago. As mobile food vehicles have grown in popularity, weaknesses in the current ordinance have become evident, particularly related to permitting, location standards, and enforcement. The proposed ordinance replaces the chapter in its entirety to improve clarity, consistency, and enforceability while continuing to support mobile food businesses operating within the City.

Key updates include clearly distinguishing mobile food vehicles from other temporary food operations, establishing an annual permit and inspection process through the Fire Department, and creating more objective standards related to location, duration, and site conditions. The Ordinance also clarifies that mobile food vehicles may not operate within the public right-of-way unless specifically authorized as part of an approved event, which addresses ongoing safety concerns related to traffic visibility, pedestrian conflicts, and emergency access identified by Fire and Police personnel.

In conjunction with the Ordinance update, staff is also revising the application and permit materials to provide clearer guidance to operators regarding requirements, safety expectations, and operational limitations. These improvements are intended to make compliance easier for vendors while providing more predictable enforcement tools for the City. Overall, the amendments modernize the regulations, improve public safety protections, and ensure mobile food operations remain compatible with surrounding uses without creating unintended permanent or semi-permanent business locations.

**FINANCIAL SUMMARY:**

<b>Was this item budgeted as part of annual appropriations?</b>	No
<b>If so, what fund is this expenditure budgeted for?</b>	
<b>Does this legislation change the annual appropriation estimate?</b>	
<b>Is this an increase or a decrease in appropriations?</b>	N/A
<b>Original Budget Amount</b>	\$0.00
<b>Amount Requesting</b>	\$0.00
<b>Linked Legislation</b>	O 5377-2016

See 2026 Approved Budget [here](#).

**ATTACHMENTS:**

1. ORD. NO. 2026-27 Amend Chapter 857 Mobile Food Vehicles - Introduced
2. Exhibit A - Chapter 857 Mobile Food Vendors
3. Exhibit B - Chapter 857 Mobile Food Vehicles



**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

**SECTION 4.** This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

## **CHAPTER 857. MOBILE FOOD VENDORS**

### **857.01 Definitions**

- (a) "Mobile food vendor." A motorized vehicle, trailer, tent or stand which, upon issuance of a permit by the Fire Department, and in conformance with the regulations established by this chapter, may temporarily locate on public or private property and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public.
- (b) "Mobile food vehicle vendor." The registered owner of a mobile food vendor vehicle, trailer, stand or business, or the owner's agent or employee; and referred to in this chapter as "vendor."

### **857.02 Scope**

The provisions of this chapter apply to mobile food vendors engaged in the business of cooking, preparing and/or distributing food or beverage with or without charge upon or in public and private properties. This chapter does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts and stands located on sidewalks.

### **857.03 Permit required**

- (a) It shall be unlawful for any person, including any religious, charitable or nonprofit organization to operate within the City any mobile food vending activity without first having obtained a current mobile food license from Lorain County Public Health and a mobile food vendor permit from the City of North Ridgeville.
- (b) A person desiring to engage in mobile food vending shall obtain a mobile food vendor permit at least 48 hours in advance from the Fire Department by submitting an application form to include the following:
  - (1) Name, phone number, email contact and business address of the applicant;
  - (2) A brief description of the preparation methods and food product offered for sale;
  - (3) Information on the mobile food vehicle to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length or 9 feet in width; and
  - (4) Information setting forth the proposed hours of operation, arrival time at the site, area of operation, plans for power access, cooking and heating equipment, water supply and wastewater disposal.
- (c) Upon on-site fire inspection, all vendors must provide copies of a current mobile food license from Lorain County Public Health, a permit from the Fire Department and insurance information including the following:
  - (1) Proof of General Comprehensive Liability policy with limits of no less than \$1 million of Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City of North Ridgeville as an additional insured.
  - (2) Proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this state.
- (e) A permit issued under this chapter shall not be transferred from person to person.
- (f) A permit is valid for one motorized vehicle, trailer, tent or stand and shall not be transferred.

### **857.04 Regulations**

Mobile food vendors shall obey all rules and regulations set forth by Lorain County Public Health, the Ohio Fire Code and the North Ridgeville Codified Ordinances. Additionally:

- (a) Mobile food vendors are prohibited from conducting business in the public right-of-way or on public property unless in conjunction with an approved Special Event Permit.
- (b) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the permit holder has not been authorized to operate.
- (c) Mobile food vendors shall not be located within 50 feet from a commercial or residential structure without prior Fire Department approval.
- (d) No mobile food vendor shall utilize loud speakers or other noise-making devices.

**857.05 Enforcement**

- (a) Any permit holder operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City shall be a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (b) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulations promulgated by the City.

## **CHAPTER 857. MOBILE FOOD VEHICLES**

### **857.01 Definitions**

- (a) "Mobile food vehicle." A food establishment that is located upon or within a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers and hand propelled carts, where food or beverage is cooked, prepared or served for individual portion service. This definition does not apply to vehicles used in mobile frozen dessert sales, "meals on wheels" program vehicles or food delivery services.
- (b) "Mobile food vendor." The registered owner of a mobile food vehicle, or the owner's agent or employee; and referred to in this chapter as "vendor."
- (c) "Special event." A preplanned, temporary gathering held in a public area including public parks, streets, sidewalks or rights-of-way that may impact public safety, traffic or municipal services therefore requiring city approvals and/or permits.
- (d) "State mobile food service operation definition." The terms "mobile food service operation" and "mobile retail food establishment" are defined by the Ohio Uniform Food Safety Code in Ohio Administrative Code Rule 3717-1-01 and Ohio Revised Code § 3717.01. Under these definitions, a food service operation that operates from a movable vehicle and routinely changes location is considered a mobile food service operation. If the operation remains at one location for more than forty (40) consecutive days, it is no longer considered a mobile food service operation for state food safety licensing purposes.
- (e) "Temporary Food Service Tent." A non-vehicular temporary structure, including a tent, canopy or membrane structure, used for the preparation or service of food for a limited time.

### **857.02 Food license and permit required**

No person or entity shall operate a mobile food vehicle within the City without first having obtained a current mobile food license from Lorain County Public Health and a permit issued by the North Ridgeville Fire Department. A mobile food vehicle permit is required for every mobile food vehicle.

### **857.03 Application and permit issuance**

- (a) Any person seeking a permit to operate a mobile food vehicle shall make application to the Fire Department, pay a non-refundable application fee of one hundred dollars (\$100.00) and provide the following information:
  - (1) Name, phone number, email and business address of the vendor;
  - (2) A description of the proposed menu and food preparation methods;
  - (3) Information on the mobile food vehicle to include type of unit, dimensions, make/model and vehicle registration; and
  - (4) Additional information requested, including but not limited to proof of fire safety compliance, plans for power access, cooking and heating equipment and details on water supply and wastewater disposal.
- (b) Each operator of a mobile food vehicle shall provide proof of general commercial liability insurance in an amount not less than one million dollars (\$1,000,000), which shall also insure, indemnify and hold harmless the City from any and all judgments, costs or expenses which the City may incur or suffer as a result of the issuance of a permit to, and the activities of, the mobile food vehicle.
- (c) Each mobile food vehicle shall be inspected by the Fire Department, at the designated fire station, on an annual basis prior to issuance of a permit to ensure compliance with all applicable Federal, State and local fire safety statutes, regulations, ordinances and codes.

- (d) Upon successful completion of the application and inspection process, the Fire Chief shall issue a permit, valid from the date of issuance until April 1 of the following year. The current permit shall be displayed upon the mobile food vehicle in an unobscured, conspicuous place. A permit is valid for one mobile food vehicle and shall not be transferred.
- (e) If the application is denied, the Fire Chief shall state the specific reasons for the denial. Any applicant who has been denied a permit may appeal such denial by making application to the Board of Zoning and Building Appeals within ten (10) days of the denial.

#### **857.04 Regulations**

Mobile food vehicles are subject to these additional regulations:

- (a) Mobile food vehicles are prohibited from operating in the public right-of-way or on public property unless in conjunction with an approved special event or block party as approved by the Mayor.
- (b) Mobile food vehicles may be permitted on private property only with the written approval of the property owner. No mobile food vehicle shall operate at a location where the vendor has not been authorized to do business.
- (c) Mobile food vehicles shall not operate within 10 feet of commercial or residential structures without prior Fire Department approval.
- (d) Mobile food vehicles may operate in any given location no more than 60 days in a calendar year and no more than five consecutive days. Duration limits do not apply to mobile food vehicles owned or contracted by an onsite restaurant. Duration limits may be waived for mobile food vehicles operating on City-owned property as approved by the Mayor.
- (e) Hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. or as approved in conjunction with a special event.
- (f) Mobile food vehicles shall not exceed 36 feet in length or 9 feet in width.
- (g) Mobile food vehicles shall only be parked on a paved or hard surface, unless in conjunction with an approved special event. Mobile food vehicles shall not be located in a manner as to block required parking, fire hydrants, fire lanes or means of egress from buildings.
- (h) Mobile food vehicles shall serve pedestrian customers only; no drive-through operations or drive-in service is permitted.
- (i) No vendor shall utilize loudspeakers or other noise-making devices. Vendors shall comply at all times with City noise regulations.
- (j) Vendors shall provide for trash and/or recycling receptacles in close proximity to the mobile food vehicle. Trash must be removed daily from the site.

#### **857.05 Temporary food service tents.**

- (a) Temporary food service tents are prohibited unless in conjunction with an approved special event.
- (b) Temporary food service tents may operate no more than four (4) consecutive days per event, with a maximum of eight (8) events per calendar year per location, unless otherwise approved by the Fire Chief.
- (c) The use of cooking equipment within a temporary food service tent is subject to Fire Department approval on a case-by-case basis. The use of deep fryers or similar grease-producing equipment under tents is prohibited.
- (d) Temporary food service tents shall comply with Chapter 1470 Tents and all applicable requirements of Lorain County Public Health.

**857.06 Enforcement and penalty**

- (a) Any mobile food vehicle shall be subject to inspection by the Fire Department during operations to ensure compliance with applicable codes and ordinances. The provisions of this chapter may also be enforced by the North Ridgeville Police Department or Building Division.
- (b) Any mobile food vehicle being operated without a valid permit issued by the City shall be deemed a public safety hazard and may be ticketed and impounded.
- (c) Any vendor operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City is guilty of a minor misdemeanor for a first offense; for a second offense, such vendor is guilty of a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (d) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulations promulgated by the City.



**COUNCIL BY-LAWS**

**OFFICIALS OF COUNCIL  
2024-2025 2026-2027 Term**

**Holly A. Swenk Jason Jacobs**  
President of Council  
Council At Large

**Paul Wolanski Georgia Awig**  
Council At Large

**Cali Zingale Martin DeVries**  
Council At Large

**Kathryn Rogerson Holly Swenk**  
Ward 1

**Robert Holub Eric Shaffer**  
Ward 2

**Bruce Abens**  
Ward 3

**Clifford Winkel**  
Ward 4a nd Pro Tem

**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) 490-2045

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(Amended March 6, 2023)



**SECTION 1: ORGANIZATION**

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

**SECTION 2: REGULAR MEETING**

- A. Council shall hold regular meetings on the first and third Monday 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.

**SECTION 3: SPECIAL MEETINGS**

Special meetings shall be called by the Mayor or any three (3) members of Council. There shall be at least twenty-four (24) hours' 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.

**SECTION 4: OPEN MEETING**

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.

**SECTION 5: QUORUM**

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

**SECTION 6: SEATING**

- A. The President of Council will be seated in the center of the Council table. The Clerk of Council will be seated to the right hand of the President. Council's legal representative will be seated to the left hand of the President.
- B. Council seating shall be as follows:
  - Starting at the Clerk's right - Third Ward, Second Ward, First Ward;
  - Starting at Council's legal representative's left - Fourth Ward, with at-Large members taking alphabetical order.If the President of Council is a Ward Council person, the seating shall be adjusted accordingly.
- C. The Administration shall be seated at a table near Council as follows:

(Amended March 6, 2023)

- Starting from the left ~~Safety Service Director~~, Mayor, Engineer, and Director of Finance.

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

**SECTION 7: VOTING**

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

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

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

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

1. All votes require an affirmative vote of a majority of all seven (7) members of Council for passage.
2. Where a vote of two-thirds of all seven (7) members of Council is required by law – a minimum of five (5) affirmative votes are necessary.

**SECTION 8: COUNCIL COMMITTEES**

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

- |                                 |                             |
|---------------------------------|-----------------------------|
| Crime Prevention                | Crime Investigation         |
| Traffic Control                 | Traffic Accident Prevention |
| Fire Prevention Fire-fighting   | Narcotics and Drug Control  |
| Disaster Prevention and Control |                             |
| Animal Control                  |                             |

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

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

- |  |                                |
|--|--------------------------------|
| Zoning Regulation                          | Land Use Developments          |
| Utility Requirements (Development only)    | Housing and Building Standards |
| <del>Zoning Board of Appeals Liaison</del> | Planning Commission Liaison    |

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.

(Amended March 6, 2023)



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

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

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

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

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

- |                        |                       |
|------------------------|-----------------------|
| Organization Structure | Staffing Requirements |
| Wages and Salaries     | Operating Procedures  |

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

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

**SECTION 9: ORDER OF BUSINESS**

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:

Agenda

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Minutes - Corrections (if any) and Approval
6. Lobby
7. Administrators' Reports
  - A. Mayor
  - ~~B. Safety Service Director~~
  - B. City Engineer
  - C. Director of Finance
  - E. Other Reports
8. Council Committee Reports

(Amended March 6, 2023)



9. Correspondence
10. Old Business
11. New Business
12. Recess
13. First Readings
14. Second Readings
15. Third Readings
16. Meeting Announcements
17. Adjournment

#### **SECTION 10: PRESENTATION OF MINUTES**

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

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

#### **SECTION 11: CLERK OF COUNCIL**

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

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

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

~~All electronic reports from the administration shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting, with the exception of the Department of Finance.~~

#### **SECTION 13: COUNCIL COMMITTEE REPORTS**

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.

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

(Amended March 6, 2023)

**SECTION 14: CORRESPONDENCE**

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

**SECTION 15: NEW BUSINESS**

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

Council shall vote to accept Planning Commission reports except where such reports pertain to legislation.

**SECTION 16: ORDINANCES AND RESOLUTIONS**

Ordinance and Resolution submittals include matters that 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 17. 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 18: 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.

**SECTION 19: 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.~~ An affirmative vote of a majority of the members present is required if at least one Council member requests to read in full a legislation that includes an emergency clause.

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.~~

3. All legislation shall be posted through electronic media (Section 3.16 of the Charter) before reading and action by Council unless the ~~bylaws are suspended to adhere to the~~ Rule of Cloture.

(Amended March 6, 2023)

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.

#### **SECTION 20: COMMITTEE REFERENCE**

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) after ninety (90) days of reference.

Any matter assigned to more than two Council committees shall be entertained at a Committee of the Whole meeting.

#### **SECTION 21: COMMITTEE MEETINGS**

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

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

~~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.~~

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

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.
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. City Council members may request that 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.

(Amended March 6, 2023)

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 23: 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 24: 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 25: PRESIDENT OF COUNCIL**

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

### **SECTION 26: AUDIENCE PARTICIPATION (LOBBY)**

The public will be permitted to speak, at designated times, on any subject related to the business of Council or the general affairs of the City of North Ridgeville. Audience members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council. **Additional time by Council would be given after an affirming majority vote for up to an additional three minutes.**

**Audience members wishing to speak must adhere to the following rules of decorum:**

- Each Speaker shall state their name and address for the record.
- All comments shall be directed to the Mayor and/or President of Council and not to other individuals.
- Each speaker shall refrain from shouting or the use of foul, abusive, or attacking language.
- Each speaker will maintain a concise, civil, and courteous manner and tone.

**In the event any rules of Section 26 are not adhered to the President of Council may issue a warning to said individual, citing the violation. Upon a second warning, a forfeiture of the right to speak further may be**

**(Amended March 6, 2023)**

applied as determined by President of Council. The Mayor and/or President of Council also may have the offending speaker removed from the meeting if misconduct persists. Any enforcement of the rules of Section 26 shall be viewpoint-neutral.

#### **SECTION 27: AGENDA**

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

#### **SECTION 28: PARLIAMENTARY RULES**

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

#### **SECTION 29: CLOTURE DEADLINE**

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.

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

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

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

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

The Director of Finance's financial report must be received by the Clerk of Council no later than 4:00 P.M. Friday prior to a regular Council Meeting, **and emailed to City Council.**

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

#### **SECTION 30: SUSPENSION OF RULES**

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.

#### **SECTION 31: AMENDMENTS**

These rules may be amended by a 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 shall consist of said proposed amendments.

~~(Amended March 6, 2023)~~

**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 IN COMMITTEE OF THE WHOLE ON MARCH 6, 2023  
**AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON****

*(Amended March 6, 2023)*



**Appendix A: Policy and Procedures**

- Policy 1. Electronic signatures are required for all legislation, minutes, and reports unless a request is made to the Clerk of Council's Office for a wet signature.
- Policy 2. Neither Council, nor any of its committees, nor any of its members, shall in any matter take part in the discipline of, give orders to, any subordinates and employees in the administrative service of the City, responsible to the Mayor.
- Policy 3. If a council member fails to comply with the Chair's ruling and is ruled out of order more than twice during a Council Meeting or Committee Meeting, their disruptive behavior may result in expulsion from the remainder of the meeting. After the second violation, the Chair will inform the member of the rule violation and the potential consequences. If the member commits a third violation, a vote for expulsion by the Council, without debate, will be allowed.
- Policy 4. The use of obscene language is forbidden by all who are present at a meeting of Council.
- Policy 5. These Council Policies shall remain in full force and effect until amended or repealed by the Council during the review of the City Council Bylaws.
  
- Policy 8. There is hereby created an expense fund for Council not to exceed two thousand dollars (\$500) per year, which fund shall be at its disposal for its use for expenditures for City business, including but not limited to business meetings, luncheons, dinners, City's Apparel (limited to one polo shirt), and incidental expenses.