

**NORTH RIDGEVILLE CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
CITY HALL COUNCIL CHAMBERS – 7:00 P.M.
MARCH 13, 2026**

To Order:

President Holly A. Swenk called the Committee of the Whole meeting to order on Monday, March 13, 2026, at 7:00 p.m.

Pledge of Allegiance:

Led by President Swenk

Roll Call:

Present were Council members President/Chair Holly A. Swenk, Kathryn Rogerson, Robert Holub, Bruce F. Abens, Clifford Winkel, Paul Wolanski, and Cali Zingale.

Others Present: Mayor Kevin Corcoran, Law Director Brian Moriarty, Planning and Development Director Kim Lieber, Fire Chief John Reese, Assistant Fire Chief Mike Uhnak, Clerk of Council Nicholas Ciofani, and Assistant Clerk of Council Fijabi Gallam.

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)

Chair Swenk introduced O 2026-27 and asked the administration to provide background on the legislation.

Mayor Corcoran discussed the following.

- Reported that multiple food trucks had been operating in the City, with some failing to complete the inspection process. Several food trucks had parked on and obstructed main thoroughfares. Others had set up parking lots and informally converted parking spaces into semi-permanent locations. These conditions exposed shortcomings in the current regulations.

Director Lieber discussed the following:

- Proposed changes addressing these issues were included in the presented ordinance and were accompanied by a detailed explanation. It was explained that the current ordinance had been adopted about 10 years earlier, before the widespread use of food trucks. Since that time, the City has experienced increased requests, activity, and more complex operating situations.
- The existing ordinance lacked clear guidance and effective enforcement mechanisms. Deficiencies in the current code were identified:
 - Definitions were unclear and did not appropriately distinguish between tents, stands, and vehicles.
 - The permitting process relied on a 48-hour permit window, limiting meaningful fire department oversight.
 - Permits were tied to individual operating periods rather than ongoing operations.
 - The ordinance lacked clear operational standards, including guidance on location and duration.
 - Some food truck operations had begun to function as permanent businesses without proper zoning review.
 - Referenced Ordinance 2024-133, which repealed temporary businesses in the city, and noted sensitivity to preventing operations from becoming permanent businesses in areas not zoned for such use.
- Food trucks operating in the public right-of-way created issues related to traffic visibility, pedestrian conflicts, and emergency access. Police and fire departments expressed concern over limited enforcement authority under the existing ordinance.
- Major elements of the ordinance included:
 - Clearer definitions separating mobile food vehicles from other temporary food operations.
 - A new definition for special events to address festivals and City-sponsored activities.
 - A revised permitting process replacing the 48-hour permit with an annual permit issued through the fire department.
 - Annual inspections would be conducted at a fire station.
 - An appeal process was established for permitting denials.
 - Permits will remain valid through April 1 of the following year.
 - A \$100 application fee was added to offset inspection and administrative costs.
- Location and operational standards were established:
 - Food truck operations on private property require owner approval and paved surfaces.

- Operations in the public right-of-way were prohibited unless part of an approved event.
- Duration limits were established at no more than 60 days per year at a single location and no more than five consecutive days.
- Hours of operation were proposed from 7:00 a.m. to 9:00 p.m., with limited flexibility for:
 - Restaurants using food trucks as their primary food service method, and
 - City-approved activities on City property.
- Tents were prohibited except at approved special events.
- Events were limited to four days per event and a maximum of eight events annually.
- Grease-producing equipment, deep fryers, and similar cooking methods were prohibited due to fire safety concerns
- A formal process was established for permit suspension or revocation.
- The Ordinance was intended to modernize regulations, address safety concerns, and provide predictable standards—not to eliminate food truck operations.
- Existing noncompliant operators would be provided with a reasonable path toward compliance.

Assistant Chief Uhnak confirmed full support for the ordinance, stating it addressed longstanding safety concerns and significantly improved upon the previous code.

Fire Chief Reese highlighted issues related to food trucks parking on busy streets without prior notice. These situations posed safety risks, particularly to children and pedestrians crossing traffic. The ordinance was described as a necessary tool to regulate operations while still allowing neighborhood and association events in safer, controlled locations.

Mayor Corcoran stated that the Ordinance was the result of a lengthy effort involving multiple meetings. The Ordinance is intended to improve community safety.

Chair Swenk asked if any members of City Council had any comments, concerns, or questions.

Chair Swenk questioned whether the exemption from duration limits for food trucks owned or contracted by an on-site restaurant also applied to bars.

Chief Uhnak clarified that under the building code, restaurants and bars are classified as Assembly A-2 occupancies.

Director Lieber added that, from a zoning perspective, both uses were permitted within the same classification and treated the same under the ordinance.

Chair Swenk asked whether operating hour limits would apply to food trucks contracted by on-site restaurants.

Director Lieber confirmed that the 7:00 a.m. to 9:00 p.m. operating hours would still apply. There are concerns about outdoor noise and activity, particularly near residential areas.

Chair Swenk asked if anyone from the public had any comments, concerns, or questions.

No comments were offered by the public. City Council moved on to the next item of business.

City Council Bylaws

Chair Swenk remarked that she would note the potential changes, and then the committee would vote on each change individually.

- Section 14: Correspondence
 - A new Section 14 has been added. All correspondence shall be received by the Clerk's office no later than 4:30 P.M. on Tuesday prior to a regular Council meeting.

Moved by Swenk to accept the amendment to Section 14.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 15: New Business

- Revisions to Section 15 included adding “Council appointments” to the first paragraph and adding a second paragraph stating that Council shall vote to accept Planning Commission reports, except where such reports pertain to legislation.

Moved by Swenk to accept the amendment to Section 15.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 16: New Business

City Council returned to Section 16 and reached consensus not to remove “All legislation will be introduced to Council without the emergency clause,” because it is preferable to vote on the emergency clause to provide transparency to the public. Discussion ensued, and the Committee had no further action.

- Section 19: New Business

- Revisions to Section 19 included the following:

- Revised Section 19 (A) in its entirety to—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.
- Revised Section 19 (B) in its entirety— “All legislation will be read by title only” from “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.”
- Under Section 19 (C), Added: “bylaws are suspended to adhere to the”.

Moved by Swenk to accept the amendment to Section 19.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 21 (new): Committee Meetings
 - A new Section 21 was added, continuing the numbering sequence after Section 22—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.

Moved by Swenk to accept the amendment to Section 21 (new).

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 21(old): Correspondence and Reports from Administration
 - Removed: 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.

Moved by Swenk to accept the removal of Section 21(old): Correspondence and Reports from Administration.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 26: Audience Participation (Lobby)
 - Added a sentence to the first paragraph: Additional time by Council would be given after an affirming majority vote for up to an additional three minutes.
 - Added the following to Section 26.

“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 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.

The use of language that is legally obscene as defined by applicable law or conduct that materially disrupts the orderly conduct of a council meeting is prohibited.”

Law Director Moriarty explained that the restrictions imply that council meetings are now broadcast, which opens the door to additional restrictions that otherwise would not be permitted. The public body can restrict indecent, profane, and obscene language. He recommended that in that last paragraph, after the language “legally obscene”, the phrase “indecent and/or profane” should be added. He reiterated that this is not a straight prohibition about those because they're all subject to an interpretation or reasonableness standard.

Councilwoman Zingale expressed concerns about the decorum language in Section 26, specifically the provision requiring each speaker to maintain a concise, civil, and courteous manner. She added that Council was not intended to police tone and that such language could be subject to interpretation. She asked Law Director Moriarty for his opinion.

Law Director Moriarty stated that the language could remain because the tone and manner were consistent with prohibitions on harassment, face-to-face insults, and similar conduct, and that Council could address such matters, particularly given that meetings were being broadcast.

Councilman Wolanski added that he supports maintaining respectful participation and did not object to citizens expressing concerns respectfully.

Councilman Abens noted a grammatical correction to the sentence regarding noncompliance with Section 26, recommending removal of the word “to” following “adhered.”

Moved by Swenk and seconded by Winkel to accept the changes to Section 26, including adding “indecent and/or profane” to the final paragraph and the grammatical correction removing “to” following “adhered.”

A voice vote was taken, and the motion carried.

Yes – 6

No – 1 (Zingale)

- Section 29: Cloture Deadline

- In paragraph 3, changed Tuesday to Wednesday. “All legislation, minutes, and any other reports must be received by 4:30 P.M. Wednesday prior to a regular Council meeting by the Clerk of Council.”

Mayor Corcoran stated that, while he appreciated the intent behind the suggested deadline changes, the administration operated in a fluid environment and could not always meet artificial deadlines due to last-minute items and operational needs. He added that internal administrative operations would be handled by the administration and that it was unnecessary for Council to direct internal processes.

Chair Swenk noted that the change had been presented as a suggestion and asked if Council had any additional comments or questions.

Councilman Winkel stated that the copy before Council did not include the proposed change and requested that it be read into the record.

Chair Swenk stated that the proposed change would require the Clerk of Council to receive legislation, minutes, and other reports by 4:30 p.m. on Wednesday prior to a regular Council meeting. Chair Swenk stated that after speaking to Assistant Clerk Gallam, the Clerk of Council's office does not get agenda materials from the Clerk of Council by 4:30 p.m. on Tuesday.

Assistant Clerk Gallam confirmed that under the current bylaws, materials were submitted to the Clerk of Council's office by 4:30 p.m. on Tuesday and then forwarded to the Law Department and Finance Department for review, which could result in the Clerk's office not receiving finalized materials until later in the week. The wording referring to receipt by the Clerk of Council's office could be inaccurate depending on the review process; however, she confirmed that the proposed Wednesday deadline was feasible.

Moved by Swenk to accept the amendment to Section 29 changing the cloture deadline for legislation, minutes, and other reports from Tuesday to Wednesday (4:30 p.m.).

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- In paragraph 6, added, “emailed to City Council”. “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.”

Chair Swenk noted an additional proposed amendment specifying that the Director of Finance’s financial report must be received by the Clerk of Council no later than 4:00 p.m. on Friday prior to a regular Council meeting and emailed to City Council.

Councilman Winkel asked whether the timing worked for the Clerk of Council’s office, and the Clerk confirmed that it did.

Mayor Corcoran stated that Council should remain mindful that special meetings could be called with 24 hours’ notice and that there were occasions when items were received after the cloture deadline due to outside agencies requesting contracts that were received late and requiring prompt return.

Councilwoman Zingale stated that the intent of the changes was to provide Council additional time to prepare and perform due diligence. She observed that the agenda materials were often received late in the past and acknowledged that Council members also work outside City Hall. She expressed that City Council should be prepared for meetings.

Mayor Corcoran reiterated that Council members could reach out with questions in advance, including on weekends.

Councilman Winkel further noted that the Friday 4:00 p.m. timing for the financial report reflected standard practice and was largely a clarification.

Moved by Swenk to accept the additional amendment to Section 29, adding “emailed to City Council” to the Director of Finance’s financial report requirement (4:00 p.m. Friday deadline).

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 30 (new): Electronic Signatures

- A new Section 30 was added, continuing the numbering sequence after Section 30—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.

Moved by Swenk to accept the amendment of Section 30 (new).

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 31 (old): Suspension of Rules
 - Continue in the section sequence.
- Section 32: Amendments
 - Continue in the section sequence.

Moved by Winkel and seconded by Swenk to accept the amendment of Section 31 to Section 32.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by Swenk and seconded by Swenk to approve the bylaws with the accepted.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Adjournment:

Chairwoman Swenk adjourned the meeting at 7:43 p.m.

Approved on May 4, 2026.



Holly A. Swenk
PRESIDENT OF COUNCIL



Nicholas Ciofani
CLERK OF COUNCIL

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 Erie 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

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Table of Contents

SECTION 1:	ORGANIZATION	13
SECTION 2:	REGULAR MEETING	13
SECTION 3:	SPECIAL MEETINGS.....	13
SECTION 4:	OPEN MEETING	13
SECTION 5:	QUORUM	13
SECTION 6:	SEATING.....	13
SECTION 7:	VOTING	14
SECTION 8:	COUNCIL COMMITTEES	14
SECTION 9:	ORDER OF BUSINESS	15
SECTION 10:	PRESENTATION OF MINUTES	16
SECTION 11:	CLERK OF COUNCIL.....	16
SECTION 12:	MAYOR AND DIRECTORS REPORTS.....	16
SECTION 13:	COUNCIL COMMITTEE REPORTS	16
SECTION 14:	NEW BUSINESS	17
SECTION 15:	ORDINANCES AND RESOLUTIONS	17
SECTION 16:	OLD BUSINESS	17
SECTION 17:	SPONSORING LEGISLATION	17
SECTION 18:	READING OF LEGISLATION	17
SECTION 19:	COMMITTEE REFERENCE	18
SECTION 20:	COMMITTEE MEETINGS.....	18
SECTION 21:	CORRESPONDENCE AND REPORTS FROM ADMINISTRATION.....	18
SECTION 22:	CORRESPONDENCE POLICY FROM NON-ADMINISTRATION	18
SECTION 23:	DOCKET	19
SECTION 24:	PERMISSION TO SPEAK	19
SECTION 25:	PRESIDENT OF COUNCIL	19
SECTION 26:	AUDIENCE PARTICIPATION (LOBBY)	19
SECTION 27:	AGENDA	20
SECTION 28:	PARLIAMENTARY RULES.....	20
SECTION 29:	CLOTURE DEADLINE.....	20
SECTION 30:	SUSPENSION OF RULES	20
SECTION 31:	AMENDMENTS.....	20

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:
 – 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
Zoning Board of Appeals Liaison	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.

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
Bridges

Sidewalks
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
Gas, Electric, Telephone Service
Public Communication Systems
Libraries and Similar Services
Utilities Facilities and Equipment

Sanitary Services
Public Transportation
Water, Air, Noise Pollution
Other Pollution

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
Wages and Salaries

Staffing Requirements
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
Financial Operating Reports
Funding Research

Funding Requirements
Financial Planning

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
- 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.

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.

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.
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 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.

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

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 five hundred dollars (\$500) per year, which fund shall be at its disposal 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.