

Landmark Commission Meeting
Mantua Village Hall
April 11, 2015

Call to order

Chair Nick Ehlert called the meeting to order at 10:32 a.m.

Secretary Position

Nick motioned that nominations for the secretary position be opened. Eric seconded.

Helen moved to nominate Renee. Nick seconded.

Nick motioned to close nominations. Eric seconded. Vote: all ayes. The motion was approved.

Roll Call

Commissioners

Present: Eric Hummel, Helen Hazlett, Carole Pollard, Renee Henry and Nick Ehlert

Excused: Hal Stamm was not able to attend.

Absent: Aaron Snopek

Others: Mayor Linda Clark

Citizens: None

Minutes from March 14, 2015

The minutes were reviewed and corrections were made.

Mayor Clark asked that the minutes be amended because there is nothing in her notes that Nick stated he was "acting" or "temporary" chair. Nick felt he did say that.

Other Commission members could not remember what exactly was said. Carole felt it was understood that Nick was "acting" chair.

Mayor Clark said that since they had quorum during the meeting and they had voted, it would be official.

Renee remarked that Carole, who had been chair, and Renee, who had been vice chair and secretary, were not at that time on the Commission. Since there were no officers, Nick began the meeting by setting up officers in order that the meeting would be considered official.

Mayor Clark replied that wasn't necessary and the meeting could have taken place without a chair and other officers.

Renee asked Nick if at the time did he feel that it was necessary for officers to be setup in order for the meeting to be considered official?

He said that was what he thought and that is why he asked to be chair for that meeting. It wasn't his

intention to become the official chair for 2015.

After discussion Nick asked that the March 14 minutes be corrected to Nick Ehlert as being elected chair.

Eric motioned to accept the minutes as corrected and Carole seconded.

Mayor Clark said Eric would have to abstain from voting on the motion since he wasn't at the meeting.

Eric asked why. Mayor Clark said that she wasn't able to let the Landmark Commission do that since other committees aren't allowed.

Helen motioned to accept the minutes as corrected and Carole seconded. All with the exception of Eric, who abstained, voted aye. The corrected minutes were approved.

Old Business

Nick said he is willing to remain as chair for 2015. However, if the rest of the Commission prefers to have someone else become chair, that would be fine.

Eric motioned that Nick remain as chair and Helen seconded. Vote: all ayes.

The position of vice chair was discussed. Since Hal was not able to attend the present meeting, Nick suggested the discussion about the vice chair position be tabled until the June meeting and the other commissioners agreed.

Eric asked if an official Ohio State signed document for the Certified Local Government had been received. Mayor Clark said yes.

New Business

Nick lead discussion on whether it is necessary for a member of the Landmark Commission to attend Mantua Village Council meetings.

Eric asked if a copy of the signed minutes could be included in the Village Council packet as a document of the Landmark Commission's activities. Mayor Clark said they could be put in the Village Council packet. Jenny would need them the Thursday before the Council's meeting.

If the Landmark Commission wants to sponsor legislation, then a Commission member would need to present the proposal in person. Otherwise, the minutes that are in the Council's packet will be their reference.

Carole remarked that during the March Village Council meeting some Council members were not sure about the purpose of the Landmark Commission. Mayor Clark said they were new members and had not been involved in legislation that created the Landmark Commission in 2012. However, they have been given materials explaining the Commission and its purpose for review.

Carole asked if members of Council will be able to attend the training on April 25. Mayor Clark said yes, but Paul Janson won't be able to attend.

Nick Ehlert won't be able to attend either.

Nick clarified that if any member of the Landmark Commission wants to attend Mantua Village Council meetings, they may.

Eric asked if one of us were to attend and would like to speak, does it have to appear on the agenda? Mayor Clark can have the Landmark Commission added to the Mantua Village Council's agenda. If one of us is present and wants to give a report, then we can, otherwise the Council will have the minutes for reference.

Eric motioned that the Landmark Commission minutes be added to Mantua Village Council's packet and if a member of the Landmark Commission member is present at a Village Council meeting they can give a report. Renee seconded. Vote: all ayes.

Eric asked what is the relationship of the Planning Commission with the Landmark Commission?

Mayor Clark explained that he Planning Commission is involved with the other Village Commissions especially regarding capital improvement.

Furthermore she explained the reason it was the Planning Commission which proposed the legislation to change the Landmark Commission's member residency requirements and numbers was that in the past there were mayors that created legislation on their own without the knowledge of Council.

Now the Village of Mantua legislation must be generated by a commission and sent to Council for review. This ensures that more than one individual is aware of what is being proposed and one person is not creating legislation on his or her own. Mayor Clark is a member of the Planning Commission.

Eric wondered if it is necessary that a Landmark Commission member attend Planning Commission meetings in order to avoid any confusion or disruptions in the future.

Mayor Clark explained she had felt there were things happening with the Landmark Commission that were of concern. Since she is a member of the Planning Commission, she discussed this with that Commission and they sponsored the proposal.

Eric asked if Landmark Commission members should attend Planning Commission meetings to clarify things. Mayor Clark said no, just Council meetings.

Carole asked what issues were of concern to the Mayor.

Mayor Clark had at the time some concerns about, for example, a conversation during the December 2014 meeting which suggested that township residents were advocating the unification of the township and village and doing away with the Village Police force and Village Council.

Carole Pollard stated that although she was involved in the conversation in December, she did not support such ideas and regretted it was not more clearly stated at the time. She definitely does not support the unification of the village and township.

Time frame for Minutes

Nick lead discussion on a time frame for receiving draft minutes from the secretary.

It was decided that 2 to 3 weeks would be an acceptable time frame for the secretary to prepare and send a draft of the minutes.

Carole asked if the minutes need to be a word for word transcript or if a brief account is fine.

It was decided a brief account is fine.

Nick asked Mayor Clark if the Village Council needs to receive the draft minutes as well. Mayor Clark

said no. They only need the signed and corrected minutes from the meeting before.

The Landmark Commission's binder will need to have the signed corrected minutes in it as well. There may be some missing and this needs to be corrected.

Terms of Service

Nick asked what is the best way to notify members of when their term is to expire.

Mayor Clark said the Mantua Village website has a web page for the Landmark Commission that gives the term expiration for each member. Some of the Landmark Commission members had not known this, but had found out about it recently.

The terms for Eric Hummel, Aaron Snopek and Nick Ehlert will expire December 2015. When they renew, it will be for 3 years. Hal Stamm and Helen Hazlett have terms that expire December 2016. The terms for Renee Henry and Carole Pollard will expire in December 2017.

Renee said she will create a document stating each member's name and the date their term expires. This can be put in the binder and she will make copies for each commissioner.

Renee asked what is the process for renewing one's term?

- The Mayor needs to receive either a hand written or type written statement from the member.
- The statement must be received by her the December of the year the member's term expires.
- Council approves members of all commissions usually during their January meeting, but sometimes not until the February meeting.

Training

Saturday, April 25 at 10:00 am Nathan Bevil will come to Mantua Village Council Hall and conduct the training.

Since Nick will not be able to attend, he asked Mayor Clark if she would introduce Nathan at the training. She said she would.

Nick asked if all the DMRC will be attending as well?

Mayor Clark said she has sent Edie Benner an e-mail. Two of the DMRC members can attend officially but any number of others are able to observe the training. If any of the observers have questions, it is up to Nathan if he wants to answer them, but he most probably will.

Mayor Clark will send Edie another e-mail.

Nick said he will give some questions he has for Nathan to Renee and suggests the other Commissioners also prepare some questions.

Officer Elections

What is the term of office for Landmark Commission officers? Mayor Clark said that all Village commissions re-elect officers once a year. If the person wants to remain in that position and if the other members agree, then they can.

Renee asked if anything regarding this needs to be added to the Commission's rules and procedures. Mayor Clark said no. The Mayor and Council approve commission members early in the year and the officers of those commissions remain in place until their first meeting of the year. Then the officers are re-elected.

Future Agendas

Nick said that the June meeting, since it will be after the training, will be a good opportunity to set the agendas for the rest of the 2015 Landmark Commission meetings. He will welcome any suggestions that others have.

Nick asked if there were any other items that people would like to discuss.

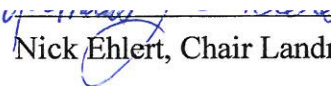
Carole asked if any consideration should be made to include a member of Mantua Village Council on the Landmark Commission. She cited Aurora as one example where this is the case.

Mayor Clark explained that in 2012 when the Village Council discussed the creation of the Landmark Commission, they preferred to be only involved in the legislation, but not be members of the Commission. However, she thought it is a good idea for commissions to have a member that is a member of Council.

Carole said she is aware that Council members are already very involved in many meetings and commissions. However, if in the future Council feels it would be a good idea to have a member on the Landmark Commission, it might be helpful.

Renee asked if other Commission members preferred meeting on days or evenings other than Saturday mornings. Since in December the Commission had set the meetings for Saturday mornings, was that all right for Eric since he had not attended the December meeting. He said the meeting times are fine the way they were set and don't need to change.

At 11:28 Nick called for the meeting to be adjourned. Eric motioned and Renee seconded. All ayes.



Nick Ehlert, Chair Landmark Commission

Renee Henry, Secretary Landmark Commission