Minutes for the

**Clinton County Regional Planning Commission**

**Or the Executive Committee**

September 14, 2023

Service Director’s Conference Room, Wilmington Municipal Building, 69 N. South Street, Wilmington, OH

# ROLL CALL

Chairman Dwayne Dearth called the meeting to order at approximately 4:00 p.m. local time, with the following Planning Commission Executive Committee members present.

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| Dwayne Dearth |  |  |
| Ruth Brindle |  |  |
| John Cohmer |  |  |
| Jon Branstrator  Robert Thobaben |  |  |
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The Commission attained a quorum.

A motion to approve the agenda by Jon Branstrator, seconded by Robert Thobaben and a voice vote: all yea.

**OLD BUSINESS**

Chairman Dwayne Dearth noted that it was nearly two months after Executive Director Connor Rigney started and was therefore an overdue meeting. Connor Rigney noted that due to onboarding and executive committee members on vacation, it was difficult to coordinate time for a meeting.

# NEW BUSINESS

Creation of RPC Nominating Committee

The board noted that there are several empty seats or seats in flux on the Regional Planning Commission board, including the seats designated for representatives from New Vienna and Port William. John Cohmer and Dwayne Dearth will serve as the RPC nominating committee. Connor Rigney will get them both a list of board members and their contact information by the RPC meeting on Tuesday, September 19th.

Decorum at board meetings

Director Rigney reinforced the need for a decorum reset at RPC board meetings. He presented the idea of having a short presentation prior to the meeting where staff could go through applications and staff reports to reinforce for the board what it is the application is asking for and the staff report is recommending. Connor Rigney will double check with counsel on whether this type of pre-meeting can be considered an executive session and update the board with their answer.

The board discussed rules of decorum for public comment, including mandating that speakers come to the front of the room and speak clearly to the board. Likewise, the board agreed that there need to be motions and seconds to open and close public comment in accordance with rules of order. It was also noted that in the event that a member of the public is belligerent or continues to speak out of turn after sever warnings, then a member of the executive committee will make a motion to either table the application until the next meeting or recess the meeting until the offending party leaves.

There was a brief discussion of having a bailiff at RPC meetings. The board agreed that this would not be necessary.

A/V Equipment for Meetings

Jon Branstrator noted that having a PA system, like a microphone, would be beneficial for public comment decorum. There is an A/V system in the Community room of the Wilmington City Offices that the Commission will use going forward.

Joint Zoom License

Connor Rigney noted that it would be beneficial for the RPC and Land Bank to jointly hold a Zoom license to engage members of the community unable to be at RPC meetings. Ruth Brindle suggested that the RPC get a webinar zoom license to prevent distractions during meetings. Connor Rigney will price out both the zoom license and a microphone/camera combination that will be able to connect to the computer being used for zoom.

RPC Marketing

Social Media—it was agreed that the RPC does not need to engage with social media beyond revamping its LinkedIn presence. Connor Rigney will receive administrative privileges on that.

Newsletters—it was agreed that the RPC should begin a periodic newsletter to announce meetings and to advertise projects within the community. Ruth Brindle will forward to Connor Rigney information about Constant Contact, the program that the Port Authority uses for its newsletter.

Press Releases—it was agreed that press releases are a useful tool that the RPC should utilize. They can be sent to local periodicals as well as posted on the Clinton County website.

**ADJOURNMENT**

A motion to adjourn was made by Dwayne Dearth, seconded by Jon Branstrator, with a voice vote of all yeas.

Respectfully submitted and approved this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2023.

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| Dwayne Dearth, Chairman |  |
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| Robert Thobaben, Secretary |  |
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| Connor Rigney, Executive Director |  |