

**XENIA CITY COUNCIL
SPECIAL SESSION MEETING MINUTES
JANUARY 11, 2018
5:30 P.M.**

1. CALL TO ORDER: President Michael Engle called the January 11, 2018, Special Session to order at 5:30 p.m. in the City Council Chambers, City Administration Building.

2. ROLL CALL: Vice President Wesley Smith, Councilman Edgar Wallace, Councilman Dale Louderback, Councilman Levi Dean, Mayor Sarah Mays, and President Michael Engle were present.

3. EXECUTIVE SESSION: Motion by Vice President Smith, seconded by Mayor Mays, to go into Executive Session to discuss Pending or Imminent Litigation per XCO §206.04(a)(3) and ORC §121.22(G)(3). No discussion followed. The Roll on this was the following:

Ayes: Smith, Wallace, Louderback, Dean, Mays, and Engle

Nays: None motion carried.

4. RECONVENE: The Council reconvened in Special Session at 6:51 p.m. with the same members present.

5. DISCUSSION: New Council Agenda Format and Meeting Procedures. President Engle invited Law Director Donnette Fisher to discuss the new Council agenda format and meeting procedures. Ms. Fisher said it is the start of a new year, and there is a new agenda format. Last year, staff met and reviewed the agenda format, and she wished to review the new format. Staff had three goals for the revised structure: First, staff wanted to make clear to the public exactly what legislation and administrative actions Council would be taking on a particular evening. Second, staff wanted to make sure they were complying with other requirements of the City's Charter. Third, staff wanted to ensure they were following Roberts Rules of Order. She then reviewed the new format. She noted that Old Business, which includes second readings, will be listed before New Business items. New Business will include emergency legislation (Ordinances then Resolutions), followed by introductions of legislation (Ordinances then Resolutions), and finally administrative motions (in that order); there will no longer be a section for each Appointed Official. Also, the title of ordinances and resolutions will be listed in their entirety so they can be properly read aloud. Finally, Appointed Officials will provide their reports just before City Council under Item 12, which used to be titled "Reading of Communications and Discussion." President Engle thanked Ms. Fisher and staff for their efforts with the new format.

6. ADJOURNMENT: Motion by Councilman Louderback, seconded by Vice President Smith, to adjourn the Special Session at 6:57 p.m. No discussion followed. The Roll on this was the following:

Ayes: Smith, Wallace, Louderback, Dean, Mays, and Engle

Nays: None motion carried.

Michelle D. Johnson
City Clerk

Michael D. Engle
President, Xenia City Council