



**Special Meeting – 4:30 p.m.– 36 S. Prospect Street**

**Purpose:** to discuss Board Liaison Assignments and Leadership Roles, Responsibilities, and Expectations, and to establish a Framework for Fostering Effective Collaboration, Clear Communication, and Overall Efficiency in the Year Ahead

A Special Meeting of the Oberlin City Council was held on November 10, 2025, in the Connie Ponder Room, at the Oberlin Enrichment and Activity Center, located at 36 South Prospect Street, Oberlin, Ohio 44074. The Meeting was called to order at 4:30 p.m. by the President of Council, Eboni Johnson. Roll Call was taken as follows:

<b>Council Members:</b>	Present	Absent
Eboni A. Johnson	<input type="checkbox"/>	<input type="checkbox"/>
Michael McFarlin	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Waltzer	<input type="checkbox"/>	<input type="checkbox"/>
Jessa D. New	<input type="checkbox"/>	<input type="checkbox"/>
Ray English	<input type="checkbox"/>	<input type="checkbox"/>
Libni López	<input type="checkbox"/>	<input type="checkbox"/>
Kristin Peterson	<input type="checkbox"/>	<input type="checkbox"/>

**Others Present:**

- Belinda Anderson, Clerk of Council
- Greg Holcomb, City Manager
- Jon Clark, Law Director
- Marin Fowler, Finance Director

Members in Council met for the above-stated purpose: Key points are listed as follows:

- Discussed the new appointee evaluation update.
  - Council discussed the new evaluation process for Council appointees, which will consist of staff feedback.
    - Commented that the feedback mechanism is important.
    - The procedure of getting that done and what that means for the record-keeping process.
    - Discussed the format of the evaluation form and the anonymous feedback process.

- The goal is to have a fully informed, supportive evaluation process.
  - Council noted they will need to determine where the evaluation records will be maintained (Human Resources, Clerk of Council, or the Council Vice President).
  - The goal is to coordinate all components of the process so that it can be completed by the end of the Year.
  - Some members felt that taking additional time may be more practical than rushing the process.
  - Council agreed that the finalized policy and procedure should be incorporated into the Handbook so that all related documents are consolidated in one place.
  - Certain sections of the evaluation process will need to be reviewed for proper disposal in accordance with the applicable records retention schedule.
- Discussion Council Rules re-work.
    - Discussed updates to the Council Rules, including replacing pronouns with gender-neutral language and reviewing various sections for clarity, emphasizing the need for clear communication from the President or a dedicated member regarding the outcomes of agenda-setting meetings.
    - Discussed various mechanisms for managing public comments.
    - Reviewed proposed revisions to the agenda-setting process to align it with current practice.
    - Discussed whether to formalize a process allowing Council members to add items to the agenda, and whether this should be listed as an agenda heading.
    - Emphasized the importance of communicating the results of agenda-setting, in addition to sharing the draft agenda.
    - Noted that communication should occur only when information is ready to be shared.
    - Concluded that agenda-setting meetings should focus solely on items for the upcoming agenda and not include unrelated discussions.
    - Explained that the overall goal is to make the agenda-setting communication process more inclusive, transparent, and clearly defined within the Council Rules.
  - Discussed Boards and Commission Liaison Assignments for 2026.
    - Ray English will not be returning to the City Council next term.
      - Recreation and Civil Service will need a liaison.
    - Jessa New
      - Will continue serving as liaison to the Open Space and Visual Environment Commission.
      - Interested in serving as liaison to the Planning or Recreation Commission.
    - Joseph Waltzer
      - Expressed interest in serving as the Liaison for the Recreation Commission.
      - Prefers to step away from the Planning Commission.
    - Sondra Miller( New member of Council)
      - Open to learning something new: willing to serve as liaisons to whatever commissions are open if the current members remain in their assignments, with the option to reconsider in the future.
      - Wouldn't mind serving on the Planning Commission.

- Eboni Johnson
  - Interested in serving on the Records and Civil Service Commission.
- Libni Lopez
  - No changes noted.
- Michael McFarlin
  - Currently serves as the liaison to the Zoning Board of Appeals and mentioned the other boards he currently serves on.
- Peterson
  - Will remain as a liaison to the Public Utilities Commission and the Historic Preservation Commission.

Council briefly addressed the upcoming vacancies in several Council-appointed positions at the beginning of the new year, specifically OCIC, OMEA Alternate, the Firefighters Dependents Fund Board, and the Central Lorain County Joint Ambulance District Board.

- Discussed establishing a framework for fostering effective collaboration, clear communication, and overall efficiency.
  - Members suggested having an open discussion about how they have functioned over the last two years, as well as how the President and Vice President have performed as the leadership team.
    - Council emphasized the importance of being open and honest in this reflection so that, at the start of the new Year, there is a clear understanding of who the body collectively wants to lead in the next term.
    - Council noted that while the current leadership team may continue, any member is welcome to express interest in serving.
    - Council discussed who was interested in serving as the President and Vice President.
      - There was consensus that the current Council has functioned more efficiently than in prior years, and members expressed appreciation for the leadership and accessibility of both the President and Vice President.
      - Peterson stated that this is her last term and that she is not interested in serving in a leadership capacity other than continuing as the OMEA representative.
      - McFarlin stated he is willing to continue serving as the Vice President of Council.
      - New and Lopez expressed a desire to serve as the Vice President of Council.
      - Johnson stated that she would like to serve as President.

Being that there was no further business to come before Council, the Meeting adjourned at 6:30 p.m.

Attest:



BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL



EBONI A. JOHNSON  
PRESIDENT OF COUNCIL

APPROVED: 12/01/2025

POSTED: 12/02/2025