



OPERATIONS COMMITTEE
VILLAGE GREEN MUNICIPAL BUILDING
TUESDAY
August 18, 2020
6:30 PM

ATTENDANCE:

The meeting began at 6:30 p.m. Those present included: Melissa Riggins, Heather Karr, Daniel Swartwout (Chairman), and Jon C. Bennehoof, Councilmembers; Heather Gonzalez and Ryan Herchenroether, Citizen Representatives; Andrew White, City Manager; Stephen Hrytzik, Chief of Police; Megan Canavan, Communications Director; Karen J. Mitchell, City Clerk; and other interested parties.

APPROVAL OF MINUTES: Councilwoman Riggins mentioned that it appeared unclear on the draft minutes, where it mentioned small group was to be formed to review council rules. That those councilmembers listed were only offering to be part of the small group, not necessarily assigned to the group. The clerk was directed to amend it. The minutes of July 21, 2020 were approved as amended.

NEW ITEMS:

- Audio/Video Equipment Update – Mr. White explained the need to update the audio/video equipment, approximately 12 years old, in an effort to provide more efficiency and transparency to the public with livestreaming, as well as to streamline internal processes for efficiency. He also stated he believes the initial cost of the equipment and set up would be approved for reimbursement under the CARES Act. The ongoing subscription fee for the service would be the City's expense. Ms. Canavan went over the quotes solicited from Granicus, Municode and Swagit. If approved, the timeline for moving forward is an appropriation in September and submission for reimbursement in October in order to stay within the federal guidelines.

Action Plan: The committee approved Staff to move forward to Finance Committee with quotes.

- Assistant City Manager Position & [Review of Personnel Policies/Manual](#) – Mr. White went over the recent creation of the Community Development Department with a Director. That position is on the market now and to date the City has received over 20 or so qualified applicants. The second position is a consolidation of functions already in place. Mr. White needs more time to develop this position but wanted to clarify that this was a separate position from the Community Development Director that was just created.

There is a meeting on Friday to go over personnel manual with legal counsel to address updates that are needed, including social media policies, to modernize and conform with current issues.

- DORA Review – First expanded DORA this past weekend. NW quadrant. Alleviate congestion in that area. Mr. White updated the committee on the first expanded DORA that took place the week before. He reported that the crowds were less dense and did not receive any complaint. Businesses were practicing new, innovated practices and the City worked closely with DGHD. He feels that changing the DORA from an event to a tool was the right call. Ms. Canavan stated that the stakeholders reported positive feedback. Chief Hrytzik said the officers did not report any complaints.

Julie Cantrell, 98 Scioto St. explained that she lives at Scioto & Depot Streets and has continuing issues with patrons visiting the nearby brewery and hopes the City will be able to address concerns with the level of traffic, noise and pedestrians that trespass and litter on their property. Mrs. Cantrell has lived at her house 26 years and wishes the business success, but not at their expense. Ms. Gonzalez wondered if Village Green could be utilized a bit more for events. Ms. Canavan responded that she is looking at trying to use the space for the community bonfire on October 3.

Action Plan: Chief Hrytzik will talk with both the residents and the business tomorrow and look at the street for solutions to try to alleviate concerns.

- [Proposed Community Diversity Advisory Committee & Associated Resolution](#) – Councilwoman Karr reviewed her draft resolution and has made some revisions from the draft that was sent out in the packet. She is seeking opinions and suggestions in an effort to make it appropriate to the community. She proposed introducing the final proclamation first

followed by defining the goals and mission of the proposed committee. She would like to have a final resolution before Council this fall.

Action Plan: Feedback, suggestions and changes should be given to Councilwoman Karr before next meeting on September 15.

PENDING ITEMS:

- Review of Personnel Manual Proposed Additions to Council Rules – Councilman Swartwout said the subcommittee members to review this matter will be Tom Counts, Heather Karr and Daniel Swartwout.

ADJOURNMENT: Having no further business to come before the Committee, the meeting was adjourned at 7:29 p.m.