



OPERATIONS COMMITTEE
VILLAGE GREEN MUNICIPAL BUILDING
TUESDAY
September 15, 2020
6:30 PM

ATTENDANCE:

The meeting began at 6:35 p.m. Those present included: Melissa Riggins, Heather Karr, Daniel Swartwout (Chairman), and Tom Counts, Councilmembers; Andrew White, City Manager; Stephen Hrytzik, Chief of Police; Megan Canavan, Communications Director; Chris Huber, City Engineer; Aaron Scott, Assistant City Engineer; Silas Bowers, Interim Director, Parks, Recreation & Public Service; Karen J. Mitchell, City Clerk; and other interested parties. Heather Gonzalez and Ryan Herchenroether, Citizen Representatives were absent.

APPROVAL OF MINUTES: The minutes of August 18, 2020 were approved as written.

NEW ITEMS

- **Audio/Video Equipment Update:** Mr. White went over the proposal for updating the audio equipment in Council chambers, installing additional equipment/software to streamline meetings to the public, and upgrade audio/visual equipment for the police department. These updates are intended to create better internal efficiencies and would be eligible for reimbursement through the CARES Act. Due to the fast approaching federal submission deadline, Staff will request Council approve this as an emergency. Ms. Canavan spoke about the Staff efficiencies this would bring, including agenda/packet building, hyperlinking minutes and video, live streaming to the public and e-comments, and workflow automations. Chief mentioned his requested equipment would allow the City to use the police roll call area as back up Council chambers.

ACTION PLAN: The Committee gave approval to take the proposed legislation to Council.

- **Seldom Seen Park:**
 - **Update on Playground Equipment Issue** – Mr. White explained he received correspondence from the architect and a detailed quote from the landscaping firm who recommended partial removal of a wall structure in the playground and mortaring it to hold it in place. Staff believes that this will provide the safety required to allow the City to move forward. The timeline goal would be to have this repair made and the park potentially open by the end of the month.
 - **Field Use Fees & Schedule** – Mr. White reports that he would like to have a fee schedule ready to go when the field is ready to go, but the City needs to decide how it wants to use the fields: on a per event basis, contract basis, or a hybrid. Mr. White did not know if the fees could be put in place for the 2020 schedule.
 - **Concession** – Mr. White states that there is a good footprint and bones. Some communities utilize for nonprofits to manage or bid out, but this should be explored further. Mr. Bowers added that there are some limitations to the facilities and that it is not set up completely yet.
- **DORA Update:** Staff recommends extending the DORA through the end of the year due to its popularity and helpfulness to the downtown businesses. Mr. White added that he recently met with someone interested in hosting a winter market and this could work well with the DORA. He would like to try to extend the City's recreation season beyond summer.

ACTION PLAN: The Committee approved moving forward with extending the DORA through the end of the year with an option that it could always be revisited if needed.

- **Fall Events:** Ms. Canavan met with the Health District for guidance on Covid-19 with City events going forward. Regarding the Community Bonfire on October 3, they came up with some ideas to keep people spread out. Downtown restaurants will provide box dinners for the community to bring to the park to socially distanced and marked off places on the lawn. The DORA will be in place. There will be a band and a food truck. There was a concern that having fireworks may attract a rush of people and it would be difficult to keep them spread out. Chief wanted to consult with the Fire Chief regarding the dryness of the area and how much of a fire risk that could impose. Candy by the Carload would be held at Village Green and modified with prepackaged gifts/candy and a direct a flow of traffic. Trick or Treat is scheduled to continue on October 31 as normal.

ACTION PLAN: The Committee recommended moving forward with the fall events as outlined, except for the fireworks display due to the concern about it drawing too many people into the downtown and potential liability issues.

- Proposed Community Diversity Advisory Committee & Associated Resolution Update: A modified draft resolution was included in the packet. Councilmember Karr has been in contact with all Councilmembers and solicited feedback in making these modifications. Chief's committee will be reviewing the revised resolution in early October and he will meet with Councilmember Karr and Mr. White following that meeting to offer any additional feedback. Chairman Swartwout would like to have a final Resolution before Council the second meeting in October.
- IT Services & Retention: Chairman Swartwout mentioned the number of IT issues currently being experienced, particularly the limited access to email and the overwhelming influx of spam emails. There are concerns that legitimate emails are being missed between all the spam emails. There may also be retention issues as well.

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