



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

ATTENDANCE:

The meeting began at 6:33 p.m. and was conducted via Zoom. Those present included: Melissa Riggins, Heather Karr, Daniel Swartwout (Chairman), Jon C. Bennehoof, Frank Bertone, Councilmembers; Ryan Herchenroether, Citizen Representative; Andrew White, City Manager; Stephen Hrytzik, Chief of Police; Megan Canavan, Assistant City Manager; Jeff Tyler, Community Development Director; Chris Huber, City Engineer; Aaron Scott, Assistant City Engineer; Karen J. Mitchell, City Clerk; and other interested parties. Heather Gonzalez, Citizen Representative, was absent.

APPROVAL OF MINUTES: Melissa asked that the reference to the last Community Attitude Survey be changed to 2018. The minutes of November 17, 2020 were approved as amended.

NEW ITEMS:

- **Community Attitude Survey Update:** Dan explained the purpose and process of past surveys, and how Council uses the survey data it receives. Marty Saperstein, Saperstein Associates, explained the process for collecting data and recommended continuing to gather data over the phone. He continues to feel that he gets the best responses that way because he gets better responses to open-ended questions. Mr. Saperstein asked that the Committee share with him what items/decisions are currently pending so that he could structure the questions. Melissa asked if a report could be provided in time for Council to review prior to a Spring ballot. Mr. Saperstein said that they could. He went on to explain that there was a difference between the community attitude survey versus campaign survey, and that this survey does not really need to be conducted before the ballot in the Spring. Marty felt it would help expedite the process if the questions from the last survey were reviewed and those questions no longer relevant or served a purpose would be crossed off. He would also like to know what topics they are interested in exploring and a rough idea of what the issues are. From there he will seek out details from Andy and/or Dan, followed by drafting questions. Heather asked to have the diversity inclusion piece included into the survey. Dan is interested the public's thoughts on the City's reaction to Covid-19, how the DORA is working and what may be improved upon.

ACTION PLAN: The Committee will form a subcommittee to review the last questionnaire and mark out those questions no longer needed. Once received, Mr. Saperstein will prepare a draft for review.

- **Proposed Community Diversity Advisory Committee – Defining its Role:** Dan and Heather went over the proposed structure for the new Committee, draft mission statement, and goals. The goal is to have it up and running in 2021.

ACTION PLAN: The Committee approved the draft, agrees to move forward with getting members appointed for staggered terms, and have its first meeting in 2021. Staff was directed to move forward to finding out if there is any additional interest within the community to be a member of this new committee.

- **Small Business Program Update:** Andy will update Council on this matter later tonight during the City Manager's report.
- **Biannual Street Ratings:** Andy updated the Committee about its aggressive year-end agenda, including contracting out the biannual street ratings. With the restructuring within the Engineering Department, it is felt that this would be a better use of resources. Aaron explained that their department has been discussing outsourcing pavement ratings since early 2019 after the departure of the former Assistant City Engineer. They are proposing contracting with Pavement Management Group. They offer a nice product at a reasonable price. Chris verified the company references with other communities. Chris has worked with the principal in the past.

ACTON PLAN: The proposed legislation will go to Council for action later tonight.

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