



OPERATIONS COMMITTEE  
VILLAGE GREEN MUNICIPAL BUILDING  
TUESDAY  
June 15, 2021  
6:30 PM

**ATTENDANCE:**

The meeting began at 6:32 p.m. Those present included: Daniel Swartwout (Chairman), Melissa Riggins, Heather Karr, Councilmembers; Ryan Herchenroether, Citizen Representative; Andy White, City Manager; Jeffrey Tyler, Community Development Director; Claudia Husak, Planning Director; Aaron Scott, Assistant City Engineer; Karen J. Mitchell, City Clerk; and other interested parties. Heather Gonzalez, Citizen Representative was absent.

**APPROVAL OF MINUTES:** The minutes of May 18, 2021 were approved as written.

**NEW ITEMS:**

- a. Designated Outdoor Refreshment Area (DORA) Permanent Signage: Andy introduced the matter. Staff would like to install permanent sign posts along the perimeter routes as they had been laid out previously. It has led to a larger conversation with some of the downtown parking issues and wayfinding signage. Staff recommends marrying these issues together and then breaking them down into parts through committee. Dan clarified that initially this was brought forward as an issue of replacing temporary signs with permanent signs now that the DORA has permanent days/hours. But moving forward and in addition to that, it is going to be a piece of a broader package. Heather mentioned that someone had suggested extending the DORA to Adventure Park as an incentive to park there. Andy thought that the City should put a financial package together first and incorporate that in a proposal as a budget item for 2022. If approved, that would then put the City into a schedule to have appropriated funding to go out to a bid schedule in Spring 2022. The temporary signs would stay through the end of the year.

Dan asked Andy and Staff for an update on the parking summit held earlier today.

- b. Event Services Agreement: Dan recused himself from the discussion of this item. Andy talked about the transition of the functions of the City and Staff and the need for the City in seeking an events services company to assist with City-sponsored events through the end of the year and perhaps into 2022. Andy said he believes the City could see a return as early as this month if this is approved later tonight at Council. The Law Director has reviewed the contract and signed off on it as to form.

**ACTION PLAN:** The Committee gave a thumbs up to moving this forward to Council later this evening.

- c. Review of City Organization Workforce Needs: Andy talked about how Staff is working on bringing a broad concept to bring before Council for implementation to bring in new people for the second half of 2021. This review includes the Community Development Department, Engineering, Planning & Development, Finance and Legal, as well as a reconsideration of Public Service and Parks & Recreation and Personnel Management. The general plan is coming up with job descriptions for the separation of what was the Public Service/Parks & Recreation Director into a Services position and a Recreation position as two standalone items. He is also looking at some level of personnel administration and there are several part time positions that have gone unfilled. Once Staff can build a budget internally, he would like to present to Council what the City can do within its own operational box now. Andy would like to have 3 to 6 people hired before year end. Andy will have this Committee review job descriptions for approval and on to Council for codification.

**ADJOURNMENT:** Having no further business to come before the Committee, the meeting was adjourned at 7:27 p.m.