



**OPERATIONS COMMITTEE
MEETING MINUTES
SEPTEMBER 21, 2021**

ATTENDANCE: The meeting began at 6:30 p.m. Those present included: Daniel Swartwout (Chairman), Heather Karr, Melissa Riggins, Ryan Herchenroether, Citizen Representative; Jon C. Bennehoof and Frank Bertone, Councilmembers; Andrew White, City Manager; Jeffrey Tyler, Community Development Director; Claudia Husak, Planning Director.

APPROVAL OF MINUTES: There were no minutes for approval.

NEW ITEMS:

Personnel – Open Positions: Mr. White updated the Committee on appointments and open positions within the City. Jason Nahvi was introduced to the Committee as Human Resource Business Partner and provided an overview of his experience and a summary of actions. The positions of City Clerk, Parks and Recreation Manager, Police Officer, Police Sergeant, and Finance Director are in the interview phase and are expected to be filled by October. The position of Service Director has been filled with Carlson (Buddy) Caplinger. The position of Development Technician has been filled with Peyton Kaman. Mr. Nahvi discussed review of the Personnel Policies/Manual, organizational structure and performance reviews. A new organizational chart was distributed. Mr. Swartwout thanked Mr. Nahvi for the overview. Mr. Herchenroether asked whether the position of Communications Director will come back as a full-time position. Mr. White answered that the budget for 2022 will stay the same. Mr. Nahvi distributed a new organizational chart. Mr. Swartwout thanked Staff for this clear tool to communicate staffing levels. Mayor Bertone and Council Member Bennehoof thanked Mr. Nahvi

Refuse Collection, Powell Grand Communities: Staff reported on unsafe and unhealthy conditions present at this apartment complex. Trash has been accumulating outside the trash building and several complaints have been logged. The Delaware County Health District was contacted and will be investigating the property. If conditions are not appropriate the District can issue orders to abate. Staff also advised the committee that Police has been performing routine checks with no additional incidences to report at this time. There were questions from the committee addressing whether this was a recent issue under new management or an on-going issue. Also an issue concerning the age-limitation of the residents was raised and whether or not that limitation was established by ordinance. Mayor Bertone inquired about the age restriction included in the approval ordinance for the development. Mr. White responded Staff will research this issue.

Boards, Commissions, Committees 2022: Mr. White introduced the subject. Ms. Husak reviewed the term limits and requested input from the Committee in terms of appointments. Mr. Swartwout reminded Staff interviews are typically taking place for new interested members of the community to serve. Ms. Husak indicated any new submissions from interested residents would be forwarded and she would work with the Committee to schedule the interviews.

Chapter 505.09: Mr. White stated this chapter regulates dog barking and was reviewed for possible modifications and/or clarifications. The discussion centered on the Police policy of enforcement of the issue and the responsibility of the Prosecutor to help give direction in our enforcement efforts.

PENDING ITEMS

Information Technology Strategy: staff reviewed the current IT agreement and the need to consider a comprehensive plan to address all current needs to also include GIS, Broadband, Cyber Security and Hardware needs.

Councilwoman Riggins asked the question when City Council Goals would be completed. Mr. Swartwout confirmed it would be before the end of the year,

ADJOURNMENT: Having no further business to come before the Committee, the meeting was adjourned at 7:25 p.m.

MOTION: Heather Karr to adjourn the meeting at 7:27 p.m. Ryan Herchenroether seconded the motion. All members motioned yes.

MINUTES APPROVED: DATE , 2021

Dan Swartwout,
Chairman

Date

Andrew White
City Manager

Date