



**OPERATIONS COMMITTEE  
MEETING MINUTES  
OCTOBER 19, 2021**

**ATTENDANCE:** The meeting began at 6:30 p.m. Those present included: Daniel Swartwout (Chairman), Heather Karr, Melissa Riggins, Ryan Herchenroether, Citizen Representative; Heather Gonzalez, Citizen Representative and Frank Bertone, Mayor; Andrew White, City Manager; Jeffrey Tyler, Community Development Director; Stephen Hrytzik, Chief of Police, Claudia Husak, Planning Director; Jason Nahvi, HR Business Partner; Buddy Caplinger, Public Service Director.

**APPROVAL OF MINUTES:** The September 21 meeting were approved as amended.

**NEW ITEMS:**

**Personnel – Open Positions:** Jason Nahvi updated the Committee on appointments and open positions within the City. The Committee agreed to hold interviews for applicants to serve on the Planning and Zoning Commission on Tuesday, November 2, 2021 prior to the Council meeting.

**Public Service – Update:** Buddy Caplinger provided an update regarding his review of current contracts, inspections of bike paths and ensuring their current conditions meet the standards, and generally being out in the community. Mr. Caplinger mentioned his work ensuring salt is secured for the upcoming winter seasons and his previous experience with more environmentally-friendly brine.

Ms. Karr commented in regard to the bike paths that she had been contact with representatives from MORPC about the Safe Routes to school program. Mr. Caplinger replied he had previously worked with MORPC on the program.

**Administration – Update:** Mr. White reported on the new personnel and his desire to work with Council and the Committees on the expectations and setting the stage of 2022, particularly in regard to new talent coming on board and ensuring Staff work in unison with City Council at a pace set by Council as part of the vision and mission of Council. Mr. White stated it is his desire to seek guidance at a future meeting.

Chairman Swartwout reviewed the previous goal setting which took place during the pandemic. His hope is once all board and commissions are staffed and with the new funding mechanism in place for 2022, goals can be established early on in the next year, so the Committees can get working on the goals.

**Council Rules and Regulations:** Chairman Swartwout reported the rules are expected to be on the agenda for the next meeting and invited Ms. Riggins to review the item prior to.

**PENDING ITEMS:**

Mr. White reported the technology infrastructure update will be deferred to next year and the Public Service Director will work on an asset inventory and resource allocations as well the facilities update.

**ADJOURNMENT:** Having no further business to come before the Committee, the meeting was adjourned at 7:03 p.m.

**MOTION:** Ryan Herchenroether moved to adjourn the meeting at 7:03 p.m. Heather Karr seconded the motion. All members motioned yes.

**MINUTES APPROVED: NOVEMBER 16, 2021**

\_\_\_\_\_ Date  
Dan Swartwout  
Chairman

\_\_\_\_\_ Date  
Andrew D. White  
City Manager