



**OPERATIONS COMMITTEE  
MEETING MINUTES  
JANUARY 18, 2022**

**1) CALL TO ORDER/ROLL CALL**

Chairman Frank Bertone called the meeting to order at 6:30 p.m.

City Council members present include Frank Bertone, Jon C Bennehoof, and Christina Drummond. Also present were Amy Deere, Andrew D White, Yazan S Ashrawi, Claudia D. Husak, AICP, and Daniel Swartwout.

**2) APPROVAL OF MINUTES**

**Operations Committee Meeting Minutes of November 16, 2021.**

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MOTION: Jon C Bennehoof moved to approve Operations Committee Meeting Minutes of November 16, 2021. Christina Drummond seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

**3) NEW BUSINESS**

**a. Welcome and Overview**

Frank Bertone gave a brief overview of how the Operations Committee worked and what the purpose of the Committee. He also explained how once a Committee has an item on their agenda, it becomes theirs and they do what they need to do through its fruition. Some discussion took place regarding Council Rules and how they are in discussion for some changes and possibly to filter into the Committee Rules and Regulations.

**b. Offsite Planning**

Frank Bertone spoke of the City Council Goal Setting Session. Daniel Swartwout stated that this session needs to happen sooner than later, and it holds a very high priority. Discussion took place about day and times for the session to be scheduled. It was agreed that it should happen on a Saturday or Sunday.

**c. Frost, Brown and Todd Contract**

Andrew White spoke about the contract with Frost, Brown and Todd. He stated that this contract included a three (3) year appointment, and of course, must be passed by City Council. He added that was an expansion of the services that the City has had in the past.

**d. Committees - 2022 (Vacancies/Appointments/Selection)**

Frank Bertone spoke of the need of two (2) citizen representatives for this Committee. Discussion took place regarding term limits, commitment to serve, etc.

**e. Other Business**

Frank Bertone touched again on the subject of Council Rules.

**4) PENDING BUSINESS**

**a. Council Chamber/Municipal Facilities Renovation Update**

Frank Bertone began discussion of the Council Chambers Municipal Facilities Renovation Update. Buddy Caplinger gave an update, to do the chambers and the lobby with carpet and paint with approximate amounts of \$28,000 for carpet and \$7,000 for paint. He spoke of AV equipment, specifically, two (2) big screen TV's. Andrew White also spoke of the Chambers of Commerce possibly relocating to City Hall.

**b. Information Technology Strategy**

Frank Bertone stated that IT strategy has been on the agenda for many years. He spoke of security protocols as well and his genuine concern of the same. Christina Drummond also spoke of her concern of Ransomware. Daniel Swartwout stated that he feels that this project is of the utmost priority.

**5) ADJOURNMENT**

MOTION: Jon C Bennehoof moved to approve Operations Committee Meeting Minutes of November 16, 2021. Christina Drummond seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

**Next Operations Committee Meeting - February 8, 2022, at 6:30 p.m.**

**MINUTES APPROVED: FEBRUARY 8, 2022**

\_\_\_\_\_  
Frank Bertone, Date  
Chair

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Amy Deere, Date  
City Clerk