



**OPERATIONS COMMITTEE
MEETING MINUTES
NOVEMBER 16, 2021**

ATTENDANCE: The meeting began at 6:31 p.m. Those present included: Daniel Swartwout (Chairman), Heather Karr, Melissa Riggins, Ryan Herchenroether, Citizen Representative; Heather Gonzalez, 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 October 19, 2021, were approved by consensus.

NEW ITEMS:

a. Internal Operations

Andrew White began by stating there was a contract opener in 2021-2022 as well as 2022-2023, and we have come to some agreement there to be discussed with Council. There has been a proposal of a three (3) year contract going forward. Internal appointments were still being worked on. The City Clerk would begin working on November 22, 2021, and the Finance Director would begin working on November 29, 2021. Mr. White thanked the former Finance Director Karen Sybert for her help on the upcoming budget.

b. 2021 Year End Discussion

Mr. White advised that there has been work on the Employee Handbook. He spoke of the insurance premium for next year has been agreed to a 0% increase. He stated that it is being proposed to give consideration to set up a "stand alone" for the health insurance program so that we can monitor the key variables. He added they were moving forward with some staffing analysis.

c. Year 2022 – Review and Discussion

Mr. White mentioned the recent election and the potential recount, and we would really like to think about how to proceed with the legislative directions of the City with the Operations Committee to be a smoother operation. He stated that 2021 has been a difficult year with staffing and it's going to deviate it away from the normal routine and would like to look at that routine and get some feedback from you all moving forward.

PENDING ITEMS:

a. Council Chambers/Municipal Facilities Conceptual Study

Mr. White advised that he had asked Mr. Caplinger to get some estimates on upgrading Council Chambers in addition to the lobby, with the understanding that the funds could be drawn from the Coronavirus Funds. Mr. Caplinger stated that he received three (3) bids for the painting, re-surfacing on what we need to do, and re-carpeting. Prices are approximately \$7,000.00 for painting and re-carpeting is comparable to that. Mr. White advised that the carpet replacement was done approximately twenty (20) years ago, and this facility, largely expressed, is showing its age. He also advised that they looked at cost estimates for furniture and fixtures including the Council's desk. Mr. Herchenroether asked what the limitations were to the Coronavirus Funds. Mr. White explained that this type of an exercise would be considered environmental and would be provided for under the guidance of that legislation to create a better environment for the employees to operate to conduct the City's business. He spoke about outsourcing some consulting for Broad Band and IT strategies, in training and devices, could all come out of this fund, leaving a great portion remaining for infrastructure and development. Mr. Caplinger added that this was Phase 1, and Phase 2 would be the offices, and in Phase 2 there may be some abatement issues that need to be looked into.

b. Information Technology Strategy

Mr. White said that there are numerous providers throughout central Ohio, and Staff feels strongly that we need to take a look at our overall blueprint of the operation of IT currently.

Chairman Swartwout stated that looking back at the past two (2) years and looking forward to 2022, he would be curious as to the thoughts of the Committee Members. Heather Karr began by stating that the most important in looking back and looking forward is the technology piece. Further she stated that we were lacking the hardware, in using I Legislate for example, we don't have the technology we need to be as sufficient as what we could be. Chairman Swartwout agreed and stated that absolutely next year, technology must be a huge part of what the Operations Committee should be focusing on. Mr. Bertone stated that going into 2022 we have something that we didn't have before, and that is money. He is looking for Council to work really good together in a lot of ways to try to balance out what are our priorities and not create issues or concerns for staff as they execute what we see as policy, etc. He stated that he felt that everyone should be excited to come to work every day and sometimes a facelift to the organization does help in that respect, and when you can see the seams in carpet, he thinks it's time for an upgrade, which is his preference. He spoke about the sanitary issues with the cloth chairs that may not have been changed since 1999, investing in ourselves and investing what we would like to see organizationally, he would like to see that conversation happening as we move forward.


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

MOTION: Heather Karr moved to adjourn the meeting at 7:03 p.m. Ryan Herchenroether seconded the motion. Voice vote on approval: all ayes; nays, none; an abstention, none.

MOTION PASSED 4-0


Frank Bertone
Chairman

2/1/2022
Date


Andrew D. White
City Manager

02/02/2022
Date