



**OPERATION COMMITTEE
MEETING MINUTES
FEBRUARY 8, 2022**

I) CALL TO ORDER/ROLL CALL

Frank Bertone called the meeting to order at 7:00 p.m.

Operations Committee Members in attendance were Frank Bertone, Chair; Jon C. Bennehoof, Christina Drummond, and Seth Camick. Also present were Andrew White, City Manager; Jeffrey Tyler, Assistant City Manager; Jason Nahvi, HR Business Partner; Daniel Swartwout, Mayor; Steve Hrytzik, Police Chief; and Amy Deere, City Clerk.

II) APPROVAL OF MINUTES

MEETING MINUTES OF JANUARY 18, 2022

[Operations Meeting Minutes of 01.18.2022.pdf](#)

MOTION: Jon C. Bennehoof moved to approve the Operations Committee Meeting Minutes of January 18, 2022. Christina Drummond seconded the motion.

Voice vote on approval: all ayes; nays, none; abstains, none.

Minutes passed with consensus.

III) TODAY'S BUSINESS

a. Swearing In of New Operations Committee Member - Seth Camick

Mayor Daniel Swartwout swore in new Operations Committee Member, Seth Camick.

b. Snow Plowing Overview/Update

Andrew White spoke about the Level 3 snow and ice event of last week. He stated that the eight (8) man crew began their work at midnight on Thursday. He spoke of salt usage and the remaining 400 tons of salt. He spoke of breaking up the grid the City is currently in, to make more of a consistency for services. He also stated following the storm, that the pavement was exposed within twenty-four (24) hours. He spoke about proposing a third party contract, and mentioned the snow plows are not ideal to get back into neighborhoods, due to their size.

Council member Bennehoof stated that he felt that Staff did a really good job, and it is difficult to work with rain, then ice, then freezing rain and then snow. Council member Drummond said everyone did a phenomenal job. Seth Camick stated the Staff did a great job. Council member Bertone said that Friday was a real challenge and that some of the streets around him were not touched until noon, when the snow stopped at 7:00 a.m. He spoke of people not being able to get to work due to the fact their streets were not plowed. He spoke of residents using their own snow blowers to clear their streets. Council member Bennehoof also spoke about communication and how to let residents know that it is their responsibility to keep their sidewalks clear, for safety reasons.

Mr. White said that snow was very hard to predict, and Staff has some ideas they are currently working on, and would bring forward to the Operations Committee. He also advised the crews were broken into four (4) man crews for twelve (12) hour shifts. Council member Bennehoof spoke of collaboration of the Township and the City working together for the safety of the citizens. Council member Bertone spoke about Sawmill Parkway and inquired as to if the County was taking care of this area. He spoke of a previous arrangement with the County, and asked Mr. White to look into this arrangement. Council member Bertone stated that this was a tough storm and would like to continue to work toward achieving better snow removal and he was expecting a change.

c. Other Business

Council member Bertone brought up the Frost Brown Todd agreement for legal services. Mr. White stated there were some increases in the monthly cost, from \$8,000.00 per month to \$12,500.00 per month, with the contract at \$150,000.00 per year for basic services. Some of the basics services that would be included in the new contract are not available in the old contract. The Law Director would be attending Planning and Zoning Commission meetings in the new contract because of the possible legal liability with projects discussed at the meetings. This would result in savings for legal services. He added that this was a three (3) year contract and the cost amount is fixed. The goal is to produce this contract to Council at its next meeting. It was agreed by the Operations Committee to produce this contract to Council for their approval.

Mr. White also spoke about an upcoming event to coincide with the Chocolate Walk, for fireworks at Liberty Park. All of the permitting has been completed and the fire department has done their inspections as well. He added that the event takes place on Friday, February 18, 2022.

IV) PENDING BUSINESS

a. Council Planning Session of February 19, 2022 Update

Mr. White gave an update on the upcoming Goal Setting Session. He stated it was clear to him, from the conversation with the consultant, this is a positive group and they have a lot information for a good facilitation. Council member Bertone explained the purpose of the Goal Setting Session. Mr. Nahvi stated that staff reports from the different departments, prior City Council Goal Meetings back to 2004, the CIP, the Wellness Piece, and the Finance Piece have all been provided to the facilitators.

b. Council Chambers/Municipal Facilities Renovation Update

Mr. White gave an update on the Council Chambers/Municipal facilities renovation. He advised that the carpeting and tile replacement in Council Chambers and the lobby was estimated at \$22,000.00, \$7,900.00 for painting, \$28,000.00 for carpeting and tile replacement for the staff areas, updated AV equipment for Council Chambers was \$16,705.00 and included 4 TV panels, and new furniture for Council Chambers was \$20,000.00. The total cost of the package was \$95,281.46 for the project and staff are ready to move forward through the State bid program.

Council member Bertone stated he previously had an amount of \$78,000.00. Mr. Nahvi stated that the previous amount was more of an estimate. He added that the furniture is a quote and it may come in under the \$20,000.00. Mr. White went into detail of the costs associated with this renovation. Council member Drummond stated that it might be a good idea to confirm with the IT consultant to ensure the equipment is the right equipment. Jeffrey Tyler stated that getting with the IT consultant was a great suggestion. He feels that he can come back with a reasonable and cost effective plan. Council member Bertone brought up the Adventure Park tunnel and stated this was a project that was desired to move forward quickly.

c. Information Technology Strategy - Update on DMC Group

Discussion took place about phishing attacks through e-mail. Council member Bertone spoke of his desire of looking into hardware and software needs. He also spoke of having a laptop for presentations only. He also stated he looks forward to what the IT consultant finds. Mr. Tyler stated that an assessment needs to be done. The comprehensive approach to this is what Staff is really interested in. Mr. Tyler also touched on the subject of potential Broad Band access. Council member Bertone spoke also on the topic of policies for associates.

V) FUTURE BUSINESS

Next Operations Committee Meeting Scheduled for March 15, 2022, at 6:30 p.m.

VI) ADJOURNMENT

MOTION: Council member Drummond moved to adjourn. Mr. Camick seconded the motion.

Voice vote on approval: all ayes; nays, none; abstains, none.

Motion passed with consensus.

Meeting adjourned at 8:16 p.m.

MINUTES APPROVED: March 15, 2022

Frank Bertone, Date
Chair

Amy Deere, Date
City Clerk