



**OPERATIONS COMMITTEE
MEETING MINUTES
APRIL 19, 2022**

I) CALL TO ORDER/ROLL CALL

Chairman Bertone called the April 20, 2022, Operations Meeting to order at 6:30 p.m. Committee Members present included: Frank Bertone, Jon C Bennehoof, and Christina Drummond. Seth Camick was absent. City Council Members present included: Mayor Daniel Swartwout, Vice Mayor Tom Counts and Council Member Heather Karr. City Staff in attendance were: Andrew White, City Manager; Jeffrey Tyler, Assistant City Manager; Rosa Ocheltree, Finance Director; Buddy Caplinger, Public Services Director; Claudia Husak, Planning Director, Jason Nahvi, HR Business Partner; Melissa Hindman, Parks and Recreation Manager; Steve Hrytzik, Police Chief; and Amy Deere, City Clerk.

II) APPROVAL OF MINUTES

Approval of Operations Committee Meeting Minutes of March 15, 2022

[Operations Committee Minutes of 03.15.2022.pdf](#)

MOTION: Jon C Bennehoof moved to approve the Operations Committee Meeting Minutes of March 15, 2022. Christina Drummond seconded the motion.

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

Motion passed 3-0-0.

Meeting Minutes approved.

III) TODAY'S BUSINESS

Presentation from Doug McCollough of DMC Group - Council Updates

Doug McCollough of DMC Group gave his in-progress report.

Committee Member Drummond asked when we are talking about policy development plans and IT governance planning, is the focus truly on the technology itself, hardware and/or software, not necessarily the data or data policy.

Doug McCollough responded what he wanted to present back as to what a policy development scenario should be. If we get into that conversation and determine you

should lump data in with the rest if that is appropriate, then we would come back and say that is appropriate to do that. We did not make a decision about that and we didn't pull anything out as well.

Chairman Bertone said the interviews have gone well as per Mr. McCollough's feedback. What is it about the Councils conversations that is a little different compared to what Staff may see?

Mr. McCollough advised Council sits at the dais and they have a different experience during the meetings. Council speaks to the public in different ways than the Staff. The public comes to Council with certain requests, complaints and feedback. Staff does not hear in the same way. Council has authority to say this is what we need to see in order to approve certain things and Staff does not have that. It has really informed our next steps.

Chairman Bertone appreciated him clarifying that and thanked him for his update.

Council Rules Discussion

Chairman Bertone advised the audience that Mayor Daniel Swartwout and Council Member Heather Karr were present and stated this was a great opportunity to bring the committee up to speed on what we expect to cover this evening as this is on the Council's Agenda for this evening as well.

Mayor Swartwout said there were a few key milestones as it goes to the development of the document we have before us this evening. This was initially suggested by Vice Mayor Counts as he suggested a lot of these edits and changes and those were brought before the Operations Committee back in July 21, 2020, where his proposed edits were introduced. It was then decided to form an Ad Hoc committee to work on this. Further, on January 19, 2021, it was established the Ad Hoc committee would consist of Mayor Swartwout, Vice Mayor Counts and Council Member Karr.

Mayor Swartwout said drafts and proposals were exchanged as it is written in the memo regarding these rules. The Law Director worked with the Ad Hoc committee throughout the process. The group essentially agreed on the document before Council this evening. There is one item in section A.2.C, which may require further discussion, as there was a slight disagreement among the group with that particular language, which we wanted to discuss with the Operations committee.

Discussion transpired about section A.2.C.

Mayor Swartwout stated the Resolution on the Council's agenda this evening states it is to adopt this in a manner essentially similar to the attached Council Rules.

Committee Member Bennehoof was glad Mayor Swartwout clarified, because he wasn't sure whether he was for or against the second clause. He further stated he did not see anything in the second clause that was not covered in the first.

Committee Member Drummond spoke about sections 4.A, and section 5.D.2, and said this may cause risks, potentially for off-line conversation and then things being made public without notice to full Council. Her concern with the additional language, you could

have for example, public communication go out that is supported by Council and the City when all Council Members are not aware in advance, because only 4 of the 7 know.

Mayor Swartwout stated the Charter itself vests some authority in the Mayor, he would think it speaks to that.

Committee Member Drummond continued with the decorum standards in section 7. She wonders if there needs to be a higher standard of decorum for those acting in a leadership capacity such as Chairs or the Mayor, would this be something to codify given those executive powers and have a special situation the decorum standard is not met, that Chairmanship could be withdrawn as well as the Mayor.

Mayor Swartwout stated our Council Rules are always subject to the City Charter, our Code, the Constitution of the State of Ohio and the Constitution of the United States and so if some of the things Committee Member Drummond has mentioned, are referenced in one of those documents, he doesn't see that it has to be set out separately in the Council Rules.

Committee Member Drummond spoke about section C.8, and wanted to know why it was framed in terms of confidentiality instead of executive session or privileged information.

Council Member Karr said she reads confidentiality as a legal term, we are talking about the confidentiality we have with our privilege with legal counsel and what happens in executive session.

Committee Member Drummond spoke about the agenda timeline, the delivery and the timing of when Council gets their packets and agendas. One of the challenges Council has is looking at our materials, and currently if we're lucky, we get them two full business days prior to a meeting and that is Council's time to prepare. She stated as the committee may revise the rules, the committee has the opportunity to increase that window so we may come to these conversations more informed. She proposed as a change, to shift it from 2 business days to 7 business days.

Committee Member Bennehoof stated he felt by doing that would only protract the art of our bureaucracy. He added this has worked very well as it is. Staff has a lot to do to make this happen, all the documentation, and all the population of the content. It's available Friday at 5:00 p.m. and he feels we have plenty of time and he is against slowing down the business of legislation as that would be the only result this would bring in his opinion.

Committee Member Drummond replied her proposal comes as a best practice, working with boards of directors in the non-profit sector, typically people are getting their packets 2 weeks out.

Council Member Karr stated she would feel concerned if something should come in from the Law Director in the eleventh hour, and City Manager White says as we are walking in for a meeting, did you see the email I sent you? She fears, given a longer time, there would be a lot of this happening, and we are not prepared because we are getting emails of things that need to be addressed immediately. In the world of City Council,

surrounding cities all receive their packets on Thursday or Friday and they meet either Monday or Tuesday.

Mayor Swartwout stated he had zero interest in that and if it was inserted, he would vote no on the whole thing. He feels the process in place currently, works and increasing that window, would cause more opportunities for missteps as things have to be added closer to the meeting.

City Manager White stated from Staff's prospective he appreciates where she was coming from. He does think there is some validity in concern of preparedness. He hopes as we continue internally in the administration to try to make strides to improve the process itself that we would be more available as Committee Member Drummond gets further entrenched in the position. From a practical matter, the first and second reading of a lot of the issues we have, he believes works well and making sure all of the parties in the community are aware as they come up. Certainly, if we were caught by surprise, any Member of Council could ask for and receive that additional detail requested. As we work with the confines of the agenda setting process itself, there is ample opportunities as several of us who have been working on this together for the past six months and he feels there is a chance to get efficiencies of scale there.

Council Member Karr spoke of Granicus and how you can have access while the packet was being loaded.

Chairman Bertone said it was a delicate balance, because it is one of those situations where you could be waiting on things from a developer who may be tardy with their information.

More discussion transpired regarding Council Rules.

Downtown Powell Tree Replacement Plan

Public Services Director Caplinger advised they have replaced some trees downtown and those trees will now be replaced. The trees removed will be placed in our parks. The calipers are around 2 and 2 1/2 inch. Currently, we have chosen the Maraschino and the reason for that choice is they are salt resistant. He spoke of other species of trees that were being looked at. All of the trees researched are approved by City code. He wanted to advise the committee what information he had so far. He said what he needed to know from the committee is what they would like to have, and he will get it ordered.

Chairman Bertone stated he didn't want to rush the committee, but understood Public Services Director Caplinger's timeline. The size and scale of the trees previously there, the height of those being 25-30 feet, from a street scape point of view, he believes they are looking for something similar. He is concerned with fruit dropping on the sidewalks and creating other issues.

Committee Member Drummond asked what our objectives are with these trees. She doesn't understand why we are looking at ornamental as opposed to shade and what we are trying to accomplish with this street scape. She would recommend a tree that offers shade and is low on maintenance and investing another \$100 per tree just to get that shade and maturity sooner could potentially be a good investment for the City.

City Manager White responded we are dealing with a 3 x 5 square of soil in the middle of an asphalt street next to the curb. He believes what choked off the life of the last trees, was root systems were impeded in their growth and the pits were infested with grubs. Physically what we can fit into the area of soil is a limiting factor. The policy implication Staff is trying to address is to cosmetically improve the street thoroughfare today.

Chairman Bertone stated the trees themselves we have taken out and what we replace them with is obviously a shock to the system but what we replace them with and the size and scale does concern him as he wants to make certain it is the appropriate size and scale where we are offering some shade or some appeal to the community.

Field Reservation and Permits

Parks and Recreation Manager Hindman spoke of goals that would be generating revenue from field reservations and permits. She spoke of temporary signage and the committee permitted the allowance of those temporary signs.

Other Business

IV) PENDING BUSINESS

Update on Adventure Park Tunnel

Update on Memorial Day Event

Recruitment Update - Police Clerk and Community Relations and Marketing Manager

Other Business

V) FUTURE BUSINESS

Next Operations Committee Meeting Scheduled for May 17, 2022, at 6:30 p.m.

VI) ADJOURNMENT

MOTION: Jon C Bennehoof moved to adjourn. Christina Drummond seconded the motion.

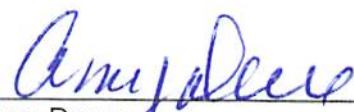
VOTE: Y 3 N 0 (None) AB 0 (None)

Motion passed 3-0-0.

Meeting adjourned at 7:25 p.m.

MINUTES APPROVED: May 17, 2022

 5/17/2022
Frank Bertone, Date
Chair

 5/17/2022
Amy Deere, Date
City Clerk

