



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

I) CALL TO ORDER/ROLL CALL

Chairman Bertone called the July 19, 2022, Operations Meeting to order at 6:30 p.m. Committee members present included: Frank Bertone, Jon Bennehoff, Christina Drummond, and Seth Camick. City Council members present included: Mayor Daniel Swartwout and Councilmember Heather Karr. Staff present included: Andrew White, City Manager; Jeffrey Tyler, Assistant City Manager; Jason Nahvi, HR Business Partner; Rosa Ocheltree, Finance Director; Chris Huber, City Engineer; Steve Hrytzik, Police Chief; and Amy Deere, City Clerk.

II) APPROVAL OF MINUTES

a. Operations Committee Meeting Minutes of May 17, 2022

[Operations Committee Meeting Minutes of 05.17.2022.pdf](#)

MOTION: Christina Drummond moved to approve the Operations Committee Meeting Minutes of May 17, 2022. Seth Camick seconded the motion.

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

Minutes of May 17, 2022, passed 3-0-0.

b. Operations Committee Special Meeting Minutes of June 14, 2022

[Operations Committee Meeting Minutes of 06142022.pdf](#)

MOTION: Seth Camick moved to approve the Operations Committee Special Meeting Minutes of June 14, 2022. Christina Drummond seconded the motion.

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

Minutes of June 14, 2022, passed 3-0-0.

c. Operations Committee Meeting Minutes of June 21, 2022

[Operations Committee Meeting Minutes of 06212022.pdf](#)

MOTION: Jon C Bennehoof moved to approve the Operations Committee Meeting Minutes of June 21, 2022. Seth Camick seconded the motion.

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

Minutes of June 21, 2022, passed 3-0-0.

III) TODAY'S BUSINESS

a. Committee Attendance

Chairman Bertone advised he was going to speak of Item A and Item G together in this section of Today's Business.

Chairman Bertone stated if a member is unable to attend a meeting, to please notify the Clerk and/or the Chair.

He also spoke about discussing citizen's applications for Boards and Committees and having an extended meeting at the next meeting, to look for an additional member as a citizen representative. Not only to broaden the conversation, but help us from an attendance point of maintaining quorum for conversations.

Committee Member Drummond wondered if this was something to be kept track of across the committees right now for the matter of operations and it was standard practice and protocol.

Chairman Bertone said he does not keep attendance, but as an example, should Doug McCollough be here for an update, he would like the committee at large to be present and be able to respond to it.

b. IT Updates and Next Steps

Doug McCollough provided a spreadsheet to the committee to use as a "road map" and gave an update to the IT strategy.

He stated he and KGT have been working very closely together regarding the IT services.

He spoke of 16 items and a number of those are actions resulting in further recommendations. They are not hard and fast projects. An example he provided is Security Audit, IT Governance, IT Policy, Validating and working with the IT budget and a couple of solicitations.

The Security Audit will probably result in identifying a number of things the City needs to do on a security front. Performing that Security Audit rose to the top as something he did not need to ask if this should happen.

The IT Policy side, there is not good coverage, there is a need of documentation. Same thing in IT Governance, there is not a decision matrix at that level. IT Budget should be self-explanatory.

He spoke of enterprise systems, such as Office 365, ArcGIS, Community Core, Granicus, SSI, and On Base. These are enterprise systems that have had large open questions.

Office 365, Granicus and IT Services solicitation have all been items on his mind. He is making the recommendation of an Office 365 update happen, and a quote has been obtained. Granicus is a system that is currently being worked on and can do a fuller conversation on this system in the future. IT Services solicitation was discussed. In the discovery and working with the current contractor, a good partnership has developed yet their contract has not faced the market in many years and is outside of the bounds of good practice.

Chairman Bertone spoke of the security concern. His concern, Granicus for example, a training session is needed and would like this to happen in 2022. He feels that the City needs to see more of Mr. McCollough and would like to possibly move the meetings up thirty minutes to give Mr. McCollough a dedicated slot in the meeting, it is that important. The need to make the City safe and sound is crucial.

Committee Member Drummond spoke about the timeline and wondered if there was any way to move up the Security Audit. She spoke of upgrades and also mentioned training was essential.

Chairman Bertone stated City Council stated up front there was an issue of IT security and this needs to be resolved this year.

Committee Member Bennehoof stated there is a need of prioritization.

City Manager White stated a decision was arrived at to procure devices for City Council, an order was placed and they have been received. This should align with the training exercises..

c. Under Speed Vehicles on Public Roadways Discussion

2. Ord. 2022-17_Ordinance.pdf

Chairman Bertone began by stating the desire is to codify the characterization the City has been practicing for some years and put this it into some structure.

Mayor Swartwout stated this is something that should have been done years ago. He agreed with Chairman Bertone to codify the practice the City has been using. There was the issue about the seat belts in the inspections, which apparently differs from the Ohio Revised Code, which has been added to this. This is a different practice the City has been using. He also mentioned Vice Mayor Counts' suggestion of grandfathering in those vehicles that have been inspected and did not have seat belts. He stated this would be a good approach but he has some questions on how this could be enforced practically. He also advised in the Ohio Revised Code, seat belts are not required.

Committee Member Drummond spoke about the federal standards set by the National Highway Traffic Safety Administration for vehicles that operate up to 20

– 25 mph. Her concern with this Ordinance is that it has been characterized as trying to put clarifying language out there for the residents and if having these conflicted standards she is not sure adding specific requirements in City Code is wise. She stated she believed this issue merits more research.

She also spoke about the definition of an under-speed vehicle and stated the language does not specifically speak about golf carts and feels this should be rectified should this move forward.

Committee Member Drummond also spoke about public safety. She spoke of her concern with a vehicle that has limited acceleration, crossing a road that is 45 mph with no notice to other vehicles going faster. She also spoke of the impact of traffic management and traffic congestion if vehicles going under 20 mph are introduced.

Committee Member Camick also spoke about the increased risk of traffic congestion. He also spoke of the requirements and wondered if there were any additional requirements that are not standard to be added to the golf cart to pass inspection. He also spoke of the inspection fees and it was advised by City Manager White there was no fee for citizens of Powell, but there is a \$10 fee for a non-resident.

City Manager White stated he looked at this issue as an opportunity to clarify a program that exists in the City of Powell and has for several years. The absence of this Ordinance does not restrict anyone in the City from having a golf cart. This is a state sanctioned activity and he feels the conversation is relevant because whatever applicable standard the committee or City Council wants to establish would have to be born in this law. Further he added, whether the provision is to allow “as is” in a clarification so the City has established a program that is correct. The actual implementation of a safety belt is not included in the current inspection application currently and has not been enforced. This would be a modification of safety that would be enacted with the adoption.

Mayor Swartwout stated the inspection service is not provided by the DMV, you must get the inspection by, in this instance, the Powell Police Department, before you can go to the DMV to get your license plate. If you drive a golf cart without plates, it is not street legal, and you are in violation of the law. Any under-speed vehicle that does not have a license plate, cannot be driven on the road.

Chief Hrytzik gave an overview of the inspection process.

Chairman Bertone said this topic was on the City Council meeting agenda for this evening, and he would like to continue this broad conversation with City Council. Further, he said we have to be understanding of where we have been for the last four or so years, what we have been saying on our social media, what we need to progress to, what we need to obviously enclose, etc. and codify what we said we would do back in 2017 and have not yet accomplished.

d. Electric Scooters Discussion

[Ord. 2022-__ - Powell Motorized Scooters - 4889-7058-4871.2.pdf](#)

- e. City Permits and Online Plan Reviews - Jeff
- f. City Paving Progress
- g. Citizen Applications for Boards and Committees
- h. Other Business

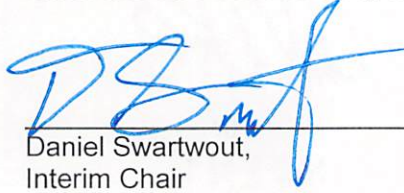
IV) FUTURE BUSINESS

Next Operations Committee Meeting scheduled for August 16, 2022, at 6:30 p.m.

V) ADJOURNMENT

Meeting adjourned at 7:25 p.m.

MINUTES APPROVED: September 7, 2022

 9-7-22

Daniel Swartwout, Date
Interim Chair

 9-8-22

Amy Deere, Date
City Clerk