



**OPERATIONS COMMITTEE
MEETING MINUTES
MARCH 20, 2024**

1. CALL TO ORDER/ROLL CALL

Chairwoman Christina Drummond called the Operations Committee meeting held on March 20, 2024 at 5:32 p.m. Committee members present included, Vice-Mayor Heather Karr, Council Representative; Dee Miller, Citizen Representative; and Chairwoman Christina Drummond, Council Representative. Absent from the meeting were Tyler Herrmann, Council Representative and Taylor Brown, Citizen Representative. Staff present included Grant Crawford, Public Service Director and Andrew D. White, City Manager.

2. APPROVAL OF MINUTES

- a. Approval of the Minutes from the Operation Committee meeting held on February 26, 2024.

MOTION: Councilmember Heather Karr moved to approve the Minutes from the Operation Committee meeting held on February 26, 2024. Citizen Representative Dee Miller seconded. Motion passed.

VOTE: Y-3 N-0 AB-0

3. TODAY'S BUSINESS

- a. Update and Timeline on the City of Powell Parks, Recreation, and Facilities Master Plan Process

Public Service Director Grant Crawford reviewed that the timeline for the Master Plan is around 14 months and that an agreement with MKSK was entered into and recently started Phase Two in January. The timeline process is currently on schedule. The process included a handful of kickoff meetings to provide MKSK with data on the City of Powell. This data is specific to the City of Powell and relates to programming and operations. The process also included the creation of a Steering Committee, which is a community led group that are users of the park system and different aspects that go into the park programming. There will be an extensive amount of community, council, and staff engagement over the process timeline. While this is a long process, staff will be providing updates along the way and hope to be able to complete some of the easier projects that will come out of the discussions. Staff recently completed a parks tour with the consultant and walked the ballfields which needs some care. Staff is

gathering quotes to get some work done for the ball fields to be in better condition for the spring season.

Vice-Mayor Heather Karr questioned what staff's impression was related to the first Steering Committee meeting. Public Service Director Grant Crawford shared that it was an introductory meeting on the Master Plan and provided information on schedules, steps and goals. The Committee spent time sharing information on their personal experiences at the parks and which ones they like to visit and background information on the members. He reported the first meeting went well and that the group all participated and spoke openly. City Manager Andrew White also reported that he was present for this meeting to provide an introduction and was also able to provide history on how the City has gotten to this point of the process.

Chairwoman Christina Drummond discussed the differences of the Steering Committee compared to the working group which is more staff. With respect to the Steering Committee, she questioned the formation of how it is represented. Public Service Director Grant Crawford discussed that they utilized existing connections of past and current attendees of the park systems and functions. They have tried to find one person to represent each area of interest and find individuals throughout the City and not just located to one area. They also have users with family members with special needs. The main focus was finding individuals that had a vested interest in the success of the parks and are active users. He also noted that there will be future opportunities for additional public input.

4. PENDING BUSINESS

a. City of Powell Eclipse Planning Update

City Manager Andrew White discussed that the City is continuing to work with the County and staff to prepare for public safety. He discussed the plan for staff that are able to work virtually from home. Vice-Mayor Heather Karr discussed the recent social media post on information relating to the eclipse. Citizen Representative Dee Miller questioned the event to be held at the Zoo and the impact to resources. City Manager Andrew White discussed that staff has reached out to the Sheriff Department on the event at the Zoo, which is their jurisdiction and if there are issues the City can rely on the mutual aid agreement. Chairwoman Christina Drummond discussed communication updates and sharing information. City Manager Andrew White discussed the need to fill the recently opened Strategic Communications Officer as quickly as possible, and may need to look at short term resources.

b. Committee Charter Template and Operations Committee Scope

Chairwoman Christina Drummond discussed the focus of the committee to look at and discuss the charter template and Operations Committee Scope. Council rules does provide some high-level guidance, but needs documentation relating to the scope of Operations vs. Development. She discussed that the Law Director prepared a draft template, but noted it does not connect back to Council Rules. Vice-Chair Heather Karr reflected that the template is basic, but a good start. Citizen Representative Dee Miller

also discussed that the template provides a good foundation. Chairwoman Christina Drummond would like to reflect more language towards Council Rules.

The Committee had a discussion on the scope of the Operations Committee. Vice-Mayor Heather Karr discussed that she sees that the scope of the committee ties back to the daily operations of running the City and that Development is what is driving current business. She also discussed that due to time constraints and at times needing to act there may need to be flexibility to allow other Committees to step in. Chairwoman Christina Drummond clarified that it can be day to day activities and that the Committee is able to call a special meeting as needed. Citizen Representative Dee Miller feels operations has a broad scope and could be parts of many different areas. He stressed he is new to the Committee and still learning different responsibilities within the City and where they may fall. He questioned what previous activities the Operations Committee would be involved in. Chairwoman Christina Drummond discussed the plan to reach out to former chairs of the Committee on topics they covered. She discussed that it did focus a lot on public services and day to day activities, events and how residents interact with the City. There are some grey areas as some items can also relate to other Committees, such as Development or Finance. She used the example of fundraising for special events and that it could be part of Operations or Finance.

Vice-Mayor Heather Karr discussed scope can include the Public Service Department, Parks and Recreations/event planning, IT, Communications, and Safety. City Manager Andrew White also discussed that he had a similar experience trying to find what topics would be presented before which committee. He sees the scope for Operations Committee to include the inner working of the City i.e., sidewalk assessment program or refuse contract. He also discussed that the structure of the committees is based on past history which may need revisited and discussed best practices at other cities. He discussed the option of having a Committee of Whole type meeting. He also discussed that some topics will come up unexpectedly, for instance, the lack of outdoor tornado sirens. There would be a need to reach out to field experts and there is not the in-house expertise to determine how many would be needed and best location.

c. City of Powell Surveillance Technology and Data Use Policies

Chairwoman Christina Drummond discussed the continuation of the conversation relating to the license plate reading technology and the recently approved Flock Safety program. She discussed having a conversation on what information should we be maintaining and have a policy around. This is often understanding the data that is being collected, who has access to the data, and how to hold those that are able to access the data accountable. She discussed the current Public Records Policy and Retention Schedule for records. The City Clerk Elaine McCloskey discussed that the Records Committee meets twice a year and changes are submitted to the Ohio History Connection Local Government Records Program and the Auditor of State for approval. The Records Commission met in January 2024 and changes to the retention schedule were approved by the Ohio History Connection and Auditor of State. Also reviewed was the composition of the Records Commission based on Ohio Revised Code Section 149.39.

She questioned the Committee if they felt the current policies were enough or if there should be further discussion on developing a policy that would apply to all surveillance technology. She voiced a concern over Flock Safety, is not the capturing the images but is related to a private entity outside the City to maintain and have access data. This

private entity could use the algorithm and A.I. to scan the data/images and build a geo location database and access to the database is separate from if the image is deleted. She discussed the balance between public records and also to guard against potential future harm. Vice-Chair Heather Karr discussed there is no facial recognition and recommended that this topic come back for future discussion as there are public record issues that are statutory and public policy can not be created to circumvent this. She discussed exceptions to public records that are often related to law enforcement. She also discussed that the images only counts as potential public records when the data is requested by police, but if part of the investigation it becomes part of investigatory records as it is being used in a criminal investigation. City Manger Andrew White suggested looking at other communities that utilize Flock and their policy. Chairwoman Christina Drummond recommended tabling the topic for two months.

5. FUTURE BUSINESS

a. Next Meeting Date: April 16, 2024 @ 5:30 p.m.

6. ADJOURNMENT

MOTION: Vice-Chair Heather Karr moved to adjourn the Operations Committee. Citizen Representative Dee Miller seconded. Motion passed. The Operations Committee meeting adjourned at 6:52 p.m.

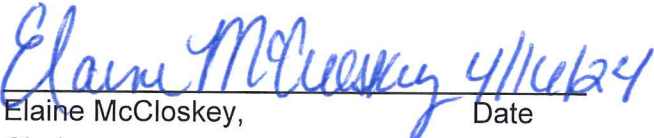
VOTE: Y - 3 N - 0 AB-0




Christina Drummond,
Chair



Date



Elaine McCloskey,
Clerk



Date