

CALL TO ORDER - Chair Walters called the meeting to order at 5:30PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. Present: Melony Walters, Tom McCarthy, and Ryan Cairns. Absent: None.

APPROVAL OF MINUTES - Motion to approve the May 15 and April 24, 2023 meeting minutes. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

ADMINISTRATOR'S REPORT - Oliphant reported the following:

- Meetings scheduled with department heads to finish the insurance renewal process.
- A standing meeting with the school administration has been established.
- Capital Improvement Plan (CIP) information was requested from the Utility departments.
- A meeting was scheduled with MSA to discuss the current street project in the absence of a director.
- Seeking information from firms to discuss CIP services.
- Continued email disruptions prevent communication with users of Gmail servers.
- Tourism Coordinator tasked with compiling specific data on room tax and hotels.
- Actively working with the interim County Administrator to amend the Symons contract.
- Seasonal Buildings & Grounds staff assisting Public Works Department.

DISCUSSION AND POSSIBLE ACTION ITEMS

Status of Open Positions – Oliphant reported the following open positions: Zoning Administrator, Director of Public Works, Public Works Crew, Patrol Officer/Community Resource Officer, and Wastewater and Water Department vacancies (2).

Contracted Services for Interim Public Works Director – Oliphant requested authorization to explore contracting a temporary Public Works Director like with zoning administration. Oliphant to research this option and provide more information for the Committee to consider.

Department Merger - Public Works and Buildings & Grounds – The Committee discussed formally merging the Buildings & Grounds Department with the Street Department. Although the Director of Public Works position is vacant, other open positions are being filled, making this an appropriate time to merge departments, and reset standard operating procedures.

Motion to merge the Street Department and Buildings and Grounds Department into one department called the Department of Public Works. Motion made by Cairns, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried.

CLOSED SESSION - For the purpose of discussing performance concerns of specific employees and the consideration of promotion of a specific employee. Motion to enter closed session. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Entered closed session at 6:20PM. Motion to reconvene in open session. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. Reconvened in open session at 8:47PM.

Motion to authorize the City Administrator to appoint a temporary Lead Public Works Crew worker and hire up to two other crew members. Motion made by Walters, Seconded by McCarthy. Voting Yea: Walters, Cairns, McCarthy. Motion carried.

FUTURE AGENDA ITEMS – None.

SET NEXT MEETING DATE – The next meeting was scheduled for July 17, 2023 at 5:30PM.

ADJOURNMENT – Motion to adjourn. Motion made by Walters, Seconded by Cairns. Voting Yea: Walters, Cairns, McCarthy. Motion Carried. The meeting was adjourned at 8:50PM.

Minutes recorded by Ashley Oliphant