

AGENDA

ROLL CALL:

APPROVAL OF MINUTES: *Motion to waive the reading and approve the minutes of the last meeting.*

Motion made by Walters to approve the minutes of the December 6, 2022 meeting as presented, Seconded by Tepley. Motion carried 3-0. Voting Yea: Tepley, Walters, Cairns

PAYMENT OF BILLS:

1. Bills 12 20 2022

Motion to pay the bills as presented made by Walters, Seconded by Tepley. Motion carried 3-0. Voting Yea: Tepley, Walters, Cairns

CLERK/TREASURER'S REPORT

Clerk Joyce reported that 2022 tax bills have been sent to property owners in the city. Training and implementation continues on the new accounting and payroll software. It has been a monumental effort considering it is taking place at the end of the calendar year. The new meeting and agenda software is being utilized now that the city's new website is online. People interested in being a candidate for the Spring 2023 election can take out papers and the due date for all paperwork is January 3rd.

ITEMS FOR DISCUSSION AND ACTION:

2. Request to Purchase Archive Social

Administrator Oliphant explained that social media records are subject to open records law and all records must be archived to comply with legal requirements. Social media platforms are not designed to archive data, nor are they required to preserve data compliant with open records law. Currently, the City does not have a mechanism in place to capture social media posts. Archive Social is a cloud-based platform which captures content in real time and archives the content. The archive is searchable, content is easily reproduced in report form to provide for open records requests and has an alert system if personally identifying information or inappropriate content is posted. Oliphant and Chief Jones recommend Archive Social at a cost of \$3,588 per year (\$299/mo) for the economy plan which allows for 12 accounts and up to 1,600 records per month. Funding for implementing Archive Social was included in the 2023 city budget. Motion made by Tepley to authorize the City Administrator to purchase Archive Social and implement use on all city social media platforms. Seconded by Walters. Motion carried 3-0. Voting Yea: Tepley, Walters, Cairns

3. Consider non-precidential vacation payout in Clerk's Office

Clerk Joyce reported that a vacation payout request is being made on behalf of the Deputy Clerk/Treasurer-Accountant because - despite a good-faith effort to use vacation prior to the end of the year - Vacation time was sacrificed for the operations of the department. Cairns asked that this circumstance be documented to ensure a precedent was not being set for possible similar requests in the future. It was also suggested that a policy be created in the handbook that deals with flexibility of leave time in case a similar circumstance happens again. Motion made by Cairns to recommend to Council authorizing a non-precidential payout of 32 hours of Vacation time in the Clerk's office. Seconded by Tepley. Motion

carried 3-0. Voting Yea: Tepley, Walters, Cairns

4. Resolution from Personnel to Transition Economic Development Position to Full-Time City Employee
Administrator Oliphant advised that the position of Economic Development Director is a shared role between the City and County. Although the role is technically a County employee, direction is provided from the RED Board. Due to the financial challenges the County is experiencing, the future of economic development as it currently stands is uncertain beyond 2023. To preserve the position and continue the City's economic development efforts, the full cost of the position/department was included in the 2023 budget allowing the City to create a full-time position and withdraw from the Structural Document which established the shared position. The financial impact is estimated at \$120,953 for all related expenses. Motion made by Cairns to recommend to Council the adoption of Resolution 2022-16 authorizing the issuance of a Notice to Withdraw to Richland County, and establishment of a full-time City position for the purpose of economic development. Seconded by Tepley. Motion carried 3-0. Voting Yea: Tepley, Walters, Cairns
5. Discussion & possible action regarding status of development agreement with Panorama Estates
Economic Development Director Jasen Glasbrenner noted that the development of the second Panorama Estates building has not begun. There has been little communication with the developer despite attempts by the city; however, an ongoing concern has been increased interest rates. Glasbrenner noted that the city restructured the TIF based on a 4% interest cost. The developer has indicated that his financial model can no longer handle the costs to construct because of the interest rate over 4%. Glasbrenner said that the municipality needs to be clear and firm about construction dates of the 2nd and 3rd buildings and urged that communication lines be open again between all parties. Alderperson Cairns suggested that the Economic Development Director check in with the developer and report back to the city. No further directive or action was taken.
6. Symons Rec Operational Deficiency Request
This item was postponed to a future meeting. No action taken.
7. Authorize two solar stop signs on Seminary at Main Street
Increased concerns have been raised about the number of vehicles running the stop signs at the intersection of Main & Seminary Streets. Public Safety approved lighted signs in both directions. There are AC outlets on the north/south poles where the stop signs are mounted, but there is no power available on the east/west poles. It was determined that solar-powered signs could be mounted. Public Safety recommended two solar-powered LED signs be purchased at a cost of \$1,598 each. Funds for the purchase are in the 2022 Street Department Budget. Motion made by Cairns to approve the purchase of two solar-powered LED flashing stop signs at a cost of \$1,598 each - or \$3,196 total - from Decker Supply Company. Seconded by Walters. Motion carried 3-0. Voting Yea: Tepley, Walters, Cairns

ADJOURN

Motion to adjourn made by Cairns. Seconded by Walters. Motion carried 3-0 at 7:08 PM.

Respectfully submitted by Clerk/Treasurer Aaron Joyce.