

## MINUTES

### OPENING/ROLL CALL

Chair Walters called the meeting to order at 5:26PM. A quorum was present. Oliphant affirmed proper public notice.

Members Present: Melony Walters, Scotty Wallace, and Ryan Cairns (arrived at 5:41PM).

Others Present: Ashley Oliphant, City Administrator

### APPROVAL OF MINUTES

Motion by Wallace to waive the reading of the minutes of the 11/21/2022 meeting and approve said minutes. Seconded by Walters. Motion carried unanimously.

### ADMINISTRATOR'S REPORT

City Administrator Ashley Oliphant provided updates on the following:

- Seeking on call snow removal assistance.
- The new City website was launched. Staff continue to refine the site.
- Agendas and minutes are being recorded in new software to allow for automatic synchronization with the website. Modifications are being made within the program templates to allow for maximum benefit to internal and external users.
- New accounting software has been partially implemented. The Clerk/Treasurer's Office will be continuing their formal training on the program as well as training all staff on payroll portal.
- The Zoning Administrator position remains unfilled.

### DISCUSSION AND POSSIBLE ACTION ITEMS

#### Development Report/Factsheet

Oliphant shared a data sheet to be used for collecting site specific information which may be provided to interested parties, posted to the website, and incorporated into the GIS mapping system.

#### Hours of Operation

Oliphant requested the Personnel Committee recommend to the Common Council adjusting the hours of operation for the Parks & Recreation department as well as updating the Personnel Policy Handbook to reflect the hours of operation for the Tourism and Police Departments. Hours of operation to be as follows:

**Clerk/Treasurer's Office:** Monday through Friday 7:30AM-4:30PM

**Police Department (non-union clerical):** Monday through Friday 7AM-5PM

**Public Works Department:** 7AM-3:30PM

**Parks & Recreation:** 8AM-4:30PM

**Buildings & Grounds:** Mon-Thurs 6AM-3:30PM and Friday 6AM-10AM

**Tourism:** Hours vary to meet seasonal needs and may include weekends

Motion by Wallace to recommend to the Common Council to adopt Resolution 2022-TBD adjusting hours of operation. Seconded by Cairns. Motion carried unanimously.

#### Closed Session Regarding Parks & Recreation Personnel

The Personnel Committee did not enter closed session. Oliphant advised an interview process was completed for the position of Parks & Recreation Director. Oliphant recommended hiring Jodi Mieden for the role.

Motion by Walters to approve hiring Jodi Mieden as Parks & Recreation Director. Seconded by Wallace. Motion carried unanimously.

Restructure of Economic Development Position

The role and structure of the Economic Development Director was discussed. At the direction of Richland County, the RED Board evaluated several possible alternatives to the current structure but recommended the County maintain current funding levels and structure. Transitioning the position to the City was listed as the next best alternative. The County indicated the position would be placed on a referendum leaving the future of the role uncertain.

The Personnel Committee discussed the value of and need for ongoing economic within the City and County. To stabilize the position, maintain service levels, and to continue pursuing economic development the the Committee deemed if most appropriate for the role to be fully transitioned to the City with the RED Board acting in an advisory capacity rather than providing directive. Once transitioned, the role would report to the City Administrator as does any other City department head.

Motion by Wallace to recommend to the Common Council to withdraw from the Structural Document in which established the terms of the shared position and establish a full-time position at the City for the purpose of economic development which reports to the City Administrator. Seconded by Cairns. Motion carried unanimously.

Position of Public Works Director

Oliphant advised the Street Superintendent will be stepping down from his role into the role of Lead Crew for the Public Works Department. The Superintendent will continue to carry out the duties of department head until a replacement is hired. With this transition, Oliphant recommended modifying the Street Superintendent position to that of Public Works Director. Oliphant requested approval to proceed with the voluntary demotion and execute the hiring process to include drafting a new job description and establishing an appropriate wage for a Public Works Director.

Motion by Walters to proceed with hiring a Public Works Director. Seconded by Wallace. Motion carried unanimously.

Role and Authority of City Administrator

The role of City Administrator and its relationship to the Common Council and Mayor were discussed.

The role of the City Administrator has been prescribed by ordinance, statute, resolution, and job description. The Administrator is responsible to the Mayor and Common Council for the administration of the business affairs of the City. The Administrator oversees the day-to-day operations of the City with a focus on personnel and budget management. The Administrator reports to the Common Council and carries out their directives.

The Common Council sets policy through enacting legislation. This legislative body is responsible for charting the future of the municipality. The Common Council's authority is collective; it holds power as a unit rather than through its individual members.

With an administrator in place, the Mayor exercises executive responsibility indirectly by monitoring the activities of the administrator and departments of the City to ensure City ordinances are enforced. The Mayor provides policy recommendations to the Common Council, presides over the Common Council, and votes in the event of a tie. The Mayor is the designated representative of the City in relations with the media and represents the City in meetings with other governmental entities, businesses, organizations, and groups. The Mayor works directly with community members to receive their comments and complaints and provides appropriate responses.

Personnel Handbook Amendments

Oliphant requested the Personnel Committee recommend to the Common Council to repeal and replace the Introductory Period Policy within the Personnel Policy Handbook as listed in Resolution 2022-TBD and incorporate the role of City Administrator into the procedural hierarchy thus authorizing the Administrator the authority to fully oversee City personnel as outlined in Resolution 2022-TBD.



## **Personnel & Insurance Committee**

5:30 PM – Monday, December 19, 2022  
Conference Room of the Municipal Building

Motion by Wallace to recommend to the Common Council to amend the Personnel Policy Handbook as described.  
Seconded by Wallace. Motion carried unanimously.

### **FUTURE AGENDA ITEMS**

- Continued handbook revisions

### **NEXT MEETING**

The next meeting of the Personnel Committee was scheduled for January 23, 2023 at 5:00PM.

### **ADJOURNMENT**

The meeting was unanimously adjourned at 7:28PM

Motion to adjourn by Walters. Seconded by Wallace. Motion carried unanimously.

*Minutes recorded by Ashley Oliphant*