

Canal Winchester

*City Hall
Council Chambers
45 East Waterloo Street
Canal Winchester, OH 43110*



Meeting Minutes - FINAL

January 30, 2023

6:00 PM

Committee of the Whole

Chuck Milliken - President

Bob Clark - Vice President

Laurie Amick

Jill Amos

Steve Buskirk

Patrick Shea

Mike Walker

- A. Call To Order** *Milliken called the meeting to order at 6:00 p.m.*
- B. Roll Call** *Present 7 – Amick, Amos, Buskirk, Clark, Milliken, Shea, Walker*
- C. Also In Attendance**
Mayor Ebert, Matt Peoples, Lucas Haire, Amanda Jackson, Bill Sims, Thad Boggs

D. Items for Discussion

Comprehensive Plan Update

Discussion started at 5:06 on YouTube Channel

Haire – I would like to provide a quick status update on where we are with the comprehensive planning process, the schedule, and then look forward over the next few months towards getting that to a completion point where we can bring it to both the Planning and Zoning Commission for their input and to City Council. I passed out this evening a memorandum, and in that memorandum from January 13th, the schedule is laid out for you in terms of where we are currently and then leading up to that completion date. At this point, we've done most of the public events. We have one more public open house that's coming up, and that is on February 22nd and 23rd. You'll see that flyer in front of you that we'll start putting out on the city's website and on our social media channels this week to really push people towards that event. We've held a number of public events through the festivals last year and some open workshops that we held at BrewDog in September, and then the survey was completed in November. The gathering of data is nearly complete, and we are looking at the existing conditions. We've reached the point where we're analyzing the data and putting it into a plan format. At the next workshop on February 22nd and 23rd, that's really where we'll start to take some of that data and really inform the next steps of the plan. There are two kinds of roundtable discussions, one for each day. One is on the economic development portion of the plan, and that's where we'll start to drill down a little more into target industries. Some of that is based on the market study that was completed. We had a full real estate market study that was completed. It was presented to the steering committee at their last meeting. Some of that data is being revised, but it will be published and available on the website hopefully within the next week or so, but definitely before the workshop on the 22nd and 23rd. The second day is a transportation and sustainability workshop. That's where we'll go over the thoroughfare plan for Canal Winchester and get some feedback on additional transportation improvements that may be necessary in our community. We'll also talk about alternative transportation options, looking at a topic that's been discussed frequently here - pedestrian safety, pedestrian connections, trail plans, and then sustainability. We'll be talking about one of the items that came back in the public survey - the desire for the community to preserve farm land and green spaces in the community. That's where we'll talk about policies and strategies and priority areas for preservation in the community at that workshop on transportation and sustainability. We're going to get into the undefined in the memorandum, it's an urban design plan. It really talks about the form that we want development to take. We've done a little bit of workshops with the steering committee up to this point, looking at different forms of development and getting reactions from the committee on what they like and don't like about different development forms, whether that be multi-family, townhouses, podium construction, which is like a four-story apartment building over commercial or parking, and then different office and industrial forms. We'll do that in the workshops as well and get feedback from the public about the styles of development that they like and don't like. That's really to help determine the character that future development will take in our community. We're going to start to drill down into three priority areas.

The priority areas that have been identified are the areas around Bixby Road and US-33, and we'll look at both sides of US-33 and the future development potential in that area. We'll begin by conducting capacity studies to determine what areas have the capacity for development, what types of development are appropriate in those areas, and then what forms those developments should take. Those are based on some of the future land use planning workshops that we held in September. We'll come up with a detailed plan for those areas. The second area of the workshop is around Diley Ridge Medical Center. Between Diley Ridge and US-33, there are 65 acres. There are 35 acres that Diley Ridge owns, so we're going to take a look at that 100-acre area and really try to define a future land use pattern and development styles for that area. Lastly, we're going to look at Waterloo, the unincorporated village of Waterloo, out to Hill Road, and everything between the corporate limits of Canal Winchester and 33. We're going to look at the future development patterns that would be appropriate for that area and the types of land use. That'll help inform the transportation plan and the economic development plan, and then we can start to get into finalizing the goals and objectives. Those were further clarified and informed by the survey that went out. Those were specifically the goals that we had set based on the public's feedback. We're going to further refine those. I think there were nine different goal areas that were sent out as part of the survey. We'd like to drill those down to the top five. We'll also be looking at the zoning plan. The idea is that once this plan is complete, we'll start to really get into refining the zoning for the community based on the comprehensive plan. We'll look at potentially rewriting the zoning code to meet the goals and objectives of that comprehensive plan. The zoning plan really starts to look at those recommendations in the areas where your zoning is deficient in meeting the goals that your community has set. They're looking at that zoning plan being completed by the end of March, which is a pretty aggressive schedule. The implementation matrix is really where you're looking at all the items that would need to be implemented as policy recommendations, assigning a responsible party for that, and then creating a timeline for that completion. The goal that we set was that this is a 10-year plan, so you know what the goals are, who is responsible for them, and whether they are short-term, mid-term, or long-term. That'll be part of this. It's very similar to what we have in our parks plan and in the old town plan. Lastly, looking at that distribution of a draft plan, the goal right now is to have that done in May, have the draft plan under review by Planning and Zoning at either their May or June meeting, and then have that presented to Council in June or July, depending on when we determine our July recess schedule. That's where we are currently. We'll send out this flyer to everyone via email so you can share it. We also have a number of social media-friendly postings that will be going out that we can share with you and that you can share with your networks, but we really hope that you can all participate in some or all of these meetings and that you encourage your networks to come out and participate in those as well. I'd be happy to answer any questions you all have about the process and where we are currently.

Amos – I know they used to do some of these with the live feed. Is that going to be an option, or are these strictly in person?

Haire – I believe we can have those available on our YouTube channel because we are going to do it in this room. We should be able to get that posted on our YouTube channel.

Milliken – I have a question regarding the memorandum you passed out with the first phase kickoff and project startup. Could you go into some details about the statutory notifications? It says to complete as needed and to be determined.

Haire – Typically, that's just the contracts and sending out notices to the steering committee, and for all

those items, I'm not sure why that doesn't say complete.

Amick – Will there be a need for a public hearing of some sort?

Boggs – To move forward with the comprehensive plan, there is no legal requirement for a quote-on-quote public hearing.

Amos – I saw there were only a little over 300, and then when you took out the ones that weren't fully completed, it ended up being such a small number, and I know that we selected the company, not that we selectively sent those invitations out. Is the one that Hannah sent out the same survey that was sent to those with the postcard?

Haire – It is. It's the exact same survey. It just wouldn't be included in the statistically valid results.

Amos – Do we know if anybody else has filled those out?

Haire – I'm not sure. We don't receive those directly. They go to McKenna. All that data will be taken into account with what we're doing, it just wouldn't be statistically valid because the same person can fill it out multiple times, and that's what we were trying to avoid by sending out the postcards with a specific code so that it can only be used once per household.

Amos – I was very saddened by the lack of postcards that were filled out. 200 and some is not a very good representation of the community.

Milliken – Bixby and 33, Diley Ridge Medical Center, and Waterloo—do you have any rough estimation as to how much incorporated acreage there currently is in those three areas?

Haire – That'll be further defined during the workshops in terms of the extent of the area we'll be looking at. Diley Ridge is well-defined because it's about 100 acres between Canal Pointe Industrial Park and 33. You've got about 100 acres we're working with there. Bixby Road, it could be anywhere from 200 acres to about 700 acres, depending on the area that we decide as a group to take in. Waterloo, that area is really just going to be centered around Hill Road. I don't imagine we'll take in a lot more than that, but the area between Hill Road and Route 33, as well as just south of Hill Road. I'd say there's probably close to 200 to 300 acres total there.

Milliken – I'm trying to think about how, when it comes to future land use, we have developers coming in and wanting to incorporate into the City of Canal Winchester, but their proposals don't quite fit in with what our residents want out of this comprehensive plan. What does that process look like?

Haire – The comprehensive plan, once adopted, will be what Planning and Zoning look at to guide future development. When making rezoning decisions, they will consider the comprehensive plan and whether it fits the plan. It should be a guide for City Council as well as you as you're making your decisions, and does it meet the goals and objectives of the comprehensive plan? Does it meet the future land use map of the comprehensive plan? Something may not fit exactly, but it may meet the overarching goals that are there. Those are all items that you put into effect. The council doesn't have to follow the comprehensive plan. They're not required to do that, but it is a guide, and it's what the community has shown that they would

like to see. It's going to be adopted through a public process with a significant amount of public engagement.

Milliken – Obviously, with all due respect to the process and all of the work that has gone into it, I completely understand and agree. I guess within this process, has there been discussion regarding if we get put into a situation again where a developer wants to come in and do (x), but our comprehensive plan says we'd rather do (y), and we get stuck with (x) anyways and it's Columbus.

Haire – It's addressed pretty clearly in the market study information. We studied the market for what is the demand within the current borders of Canal Winchester when we did a market study. What's the demand within a quarter mile, which would be the future expansion area of Canal Winchester, and then what's the trade area demand? The market study is pretty explicit in assigning a number to each one of those. Policy decisions will determine whether those investments occur within or outside of your community. If the market says there's demand for six million square feet of industrial space, it's likely that five to six million square feet of space will be built in this trade area, and its policy decisions that will determine which jurisdiction that space will go into. Its land availability and policy decisions. It could be that the community doesn't demand it anymore and the residents say no, we don't want any more of that here, but that doesn't mean it won't get built. It just means it won't get built within our corporate limits, and the same is true with housing. We can say we don't want any small lot housing, which was pretty clear in the survey, but there's a significant demand for small lot housing. Small-lot housing will be built that serves this trade area, it just won't necessarily be built in Canal Winchester. The traffic passing through our community will continue to have an impact on us. We'll still see the results of that, but they won't necessarily be here. All those are policy decisions that need to be made.

Amos – I see the three you have chosen, and I think those are great pieces of land for us to look at for future development, but with the potential for Bixby, the overpass, and working on all the things with ODOT, when are we going to start looking at or could it be included in any of our conversations about the land behind Kroger?

Haire – I consider that the Bixby area. We'll define that as a group based on the size of the area, but I define it as the entire six or seven hundred acres south and north of 33.

Amos – Wonderful. I just want to make sure that we're being as proactive as we can with that whole area back there.

Haire – If an interchange is constructed there in the next 10 years, which could happen, the development pressures there will be extreme, so it would behoove us to look at that whole area comprehensively and have a plan to help guide whoever purchases that. The owner of 400 acres or more of that land passed away at the end of last year, so it's likely that land would be available soon.

Amos – I think we have to be very strategic in our planning on that one.

Amick – Mr. Haire, I believe you mentioned that we're already talking about some revisions in economic development, and one of the questions I had sent to McKenna just earlier today was about constant changes happening around us with the likes of intel and just all kinds of news, you almost can't watch the evening news without some press release about new development going on in or around us. Do you know

how far-reaching their analysis will be for those projects? I guess maybe my question is better - do you think they have their eye on the ball for those developments as well and how they would impact us, whether it be from a development perspective or from an economic perspective?

Haire – I think that’s what we hope to talk about at the meeting - those outside influences. I know they looked into it as part of their market analysis to see what’s going on in the market and the overall Columbus region, but you’re correct—there are a lot of projects out there that are impacting us, you know, the entire region, and we’re definitely going to feel the effects of those as well. Those are the kinds of things we hope to talk about because of the macro-level things that are happening. You know, what impact does that have on the micro-level here, and how do we prepare for that? And how do we capture some of those items that we want to see as a community?

Amick – It’s interesting because I have no insight into knowing whether we’ve only seen a small fraction of what’s to come or whether we’ve seen a lot of the major stuff that’s coming. I don’t have a feel for that. I don’t know if you have an opinion about whether we’ve only begun to see the surface of what’s to come or?

Haire – I would tend to lean more towards that.

Shea – When we get to the adoption point, are you going to be giving us a new zoning code or zoning code edits that we’re going to be voting on to bring them into congruence with the plan?

Haire – That would be the hope - that after the plan is adopted, we would then follow that up with either modifications to our zoning code or potentially rewriting the entire zoning code. Depending on the scale of what needs to be done, we’ll determine how long it’s going to take and whether we need to hire a consultant to help with that or whether we can do it ourselves. There’s a zoning plan component to this in which they’ll talk about where our zoning is deficient to meet the goals of our plan. Now, whether it’s specific language or the recommendation is we look at more form-based codes, there are different ways you can do zoning, and so that’s what it’ll be - kind of overall policy guidance on what that rewrite or modification should look like, but it won’t get down to the granular level of what exactly we need to do. That’s a much bigger project.

City Administrator/Five-Year Staffing Plan Discussion

Discussion started at 31:17 on YouTube Channel

Jackson – This is going to be a group effort. I’m just sort of up here as your point person at the moment. We are all here tonight to hopefully answer any questions that you have about why we have proposed establishing the city administrator position. The information in these slides has been discussed previously, maybe not in great detail, but we tried to put it all together into one little package and in writing before you. The first—and probably the biggest—question I personally feel like we need to answer for you is why. Why do we want to establish this position? We’ve had a lot of significant changes in Canal Winchester in the last decade. I’ve been here for ten years, and based on what you see in front of you, our budget has more than doubled in that time. Our revenue has more than doubled in 10 years. Our general fund balance has multiplied by five since 2013. We aren’t a village anymore. We’re not small, and we’re going to continue to get bigger. This was part of our long-term planning. Where do we see the future of leadership in Canal Winchester? Some more general observations about what has occurred in the last decade or in Ohio in general - there are a lot more complex issues that local governments must deal with, and there is

a lot more pressure on local governments and their leaders to do things that they were not required to do ten years ago. Things have just changed. One of the big differences between a city administrator and a mayor is that right now any individual who lives in town can decide to run for mayor. They are qualified based purely on the fact that they live within our corporate limits. A city administrator, on the other hand, would be required to have some type of professional knowledge and expertise gained through experience in local government. That's not a requirement for our mayor, who is in fact leading the city on a day-to-day basis. A city where we spend more than \$26 million per year, as opposed to 13 and a half million dollars per year in 2013. Again, significant changes are taking place, and who will lead us as they do so? Following on from that, why now and why not in the future? We're not slowing down. You've heard us all say how busy we've been over the last several years. We had a capital projects planning meeting last week, and it made my head spin. We have so much that we anticipate happening in the next several years, it's just not going to stop. As I mentioned, this is part of our five-year staffing plan. One of the things that maybe not in particular this council but previous councils have said is, "Are you planning?" We are planning, and that's why we're presenting this to you. When exactly is the right time to do this? I think we're all going to have a different opinion and a different view on that. Right now, the staff's opinion is that it needs to be done before an election and not in the middle of a mayoral term. In our opinion, that's not fair to the individual holding that office. We're in an election year, so we decided that if we're going to bring this up, now is the time, otherwise, we internally feel like we'd have to wait another four years. Just a few other things to consider in establishing this position - a city administrator frees up the mayor to be a lot more involved in other things outside of the day-to-day operations of the city, such as attending meetings and being the face of the city. When you're overseeing everything that happens in the city every single day, it's harder to get out there to attend those meetings of those community organizations and really get a feel for what is happening with your constituents when you're also tasked with overseeing the staff. This establishment of this position could potentially also open up candidates for the mayor's position. Right now, it's a full-time job, and it can certainly remain a full-time job if that is the council's desire, but this would also potentially lead into a part-time mayoral job. If somebody currently has a job from 9 a.m. to 5 p.m., Monday through Friday, they may now be able to take on this job of being mayor because it is not a full-time job where there is the requirement to make sure that the day-to-day operations are taken care of. There's somebody else that's doing that for them. We're growing, and our staff is growing. We talked at the end of last year about establishing various other positions, and at this point we're not going to lose staff. We're not going to become smaller. We're only going to get bigger. We considered what is best for the future of this community, and this was the direction that we decided was appropriate.

Shea – The first thing I see is that our expenses have essentially doubled in 10 years, and it makes me wonder if we need to pump the brakes a little bit because that's a pretty rapid rate of growth in terms of the size of government and the amount of money the government is spending. That's the first thing I see when I see this. That's a huge number to double in 10 years. We're not the federal government, where we can print money. You are doing a good job of bringing in city income tax money, but we can't just print money, and if that trajectory is going to continue, that scares me.

Jackson – When I present the budget every year, you know we also look at what we believe we'll get in. We're not spending money that we don't think we have, so to that point, if revenue were to slow down or decrease, we would take that into account when deciding what we were going to do the following year. How are we going to spend this money? You're right, we're not the federal government, and we don't operate the same way as the federal government.

Shea – You’ve done a great job managing the money over the last 10 years, and the city is in a great financial position. I mean, that number is just kind of astounding to see that the expense has doubled in 10 years.

Milliken – If I could just add a note to that as well to piggyback off of our last discussion with residents coming to us inquiring about purchasing land, and we’ve got this extra money, and we’re proposing adding more to the staff, I mean, it’s a big expenditure to pay people, and I’m not saying one way or the other whether we need to have positions or buy land, but there’s got to be some level of trade-off.

Shea – Yeah, at some point you run out of money.

Milliken – I just wanted to throw that out there on top of what you were saying.

Shea – What’s an example of an issue that’s more complex facing local government? Maybe you can answer this, Thad - is it legislatively? Is it fiat from the state? What’s making things more complex in 10 years?

Ebert – As Amanda said earlier, we’re doing more things. We’re planning a new wastewater treatment plant. That’s \$20 million, or it could be more. A mayor coming in and doing that type of thing isn’t going to do it. It’s not going to happen. A mayor can guide, but as far as making a recommendation that, yeah, that’s the way to go and negotiating those types of things, you need people in place who can do that and who have that knowledge. A typical mayor, whom you would vote for if you lived in Canal Winchester, is unlikely to have that knowledge or background. Did you all see the paper that was handed out? That’s a city close to us, and they’re in turmoil because of development, and we want to catch it before that ever happens here.

Peoples – I have a few examples of the complexities with water and wastewater, the rules and regulations are getting so much more stringent, and that goes for everything. Everything is getting more difficult, whether it’s the amount of sampling you have to do or the liability that goes along with it. We’re always talking about new rules and regulations, how they’re implemented, and how they affect the city, whether they’re from the Ohio EPA or the Ohio Department of Transportation. I don’t know if it was within 10 years, but they came up with retro-reflectivity requirements. The street signs had to have a specific retro reflectivity, which is how much light comes back when it hits them. Those are some examples, and they do affect us from a staff standpoint.

Shea – Is wastewater the biggest driver of that doubling of budget expenditures? Is that the most capital-intensive part of the operation?

Peoples – No, and I think, as Mrs. Jackson said, we’re only spending money that we’re getting in, and we’re also at the same time building that reserve balance that we have in carryover. As more development comes in, it costs more to maintain the roads. We have park land now that we’ve acquired and developed over the past 10 years. We spent two and a half million dollars on the public service garage in the last 10 years. Water and wastewater are both undergoing their own small plant expansions and upgrades. The wastewater treatment plant is over 25 years old from the expansion part of it, and then the water is coming up on 17 years.

Clark – I just want to make sure I'm clear on this - the total income tax revenue is not your total revenue.

Jackson – Yes. You are correct. All of our income tax revenue goes into our general fund, but the budgeted expenditures number is across all the funds that we have, which includes the utility fund. Utility funds are funded by your utility bill, which you pay every two months.

Ebert – Amanda does a good job of also budgeting our expenses from year to year and never overspends to the point where we spend more than we have coming in. It's always somewhere around 10% or less. She does a great job with that. That's how we've accumulated so much over the years.

Jackson – Our spending philosophy is to do what we have to do first and then figure out what we can do with what's left over, and that philosophy has worked very well for us. It was that way before I came on board at the city, and we've continued that, and that's what has helped us build that fund balance. That's helped us do things like purchase McGill Park, start building it out, and give our employees two new buildings within the last 10 years. Again, what we need to do and what our residents expect us to do come first. If revenue goes down, we're still going to look at what we have to do. We just won't do those fun things that we want to do if we don't have the funding.

Amos – I've been very vocal with everybody, and I struggle with the full-time mayor and full-time city administrator. I appreciate what you put in here, and it does give lots of different options. Over the last couple weeks and even after today, I've spent time talking with other cities, and today I actually had the pleasure of talking to someone at Madeira. Madeira is 192 people larger than us. When I called and had a conversation with them, she stressed the value of a city administrator or city manager. Interestingly enough, they do not have a mayor's election in their town. They have elected the city council, and the city council then chooses the mayor. So, in our case, Mr. Milliken would be our mayor for two years until we elected the next mayor. The mayor is then a voting member of council. I was surprised at the number of cities that did it this way, including Dublin, which has almost 29,000 people. A good chunk of the cities that I called or did research on had a city manager. I saw the value in a city administrator or city manager, salaries varied, but the majority of them did have a part-time mayor. In my mind, the city manager, or administrator, whatever we want to call it, is a great suggestion because I do feel that this person comes with experience that your average Joe may not have. I do believe, however, that if we go in this direction, we will need to change the charter to make it more manager-strong, which I found to be very standard in my survey of other cities. I was surprised at how many of them did the part-time mayor and were strong managers in their charter, and it worked effectively. I did not come across a single city that did not believe the city manager was the most important player in their city because they had the experience.

Boggs – To address Council Member Amos's comments in the materials today, and we address these somewhat in the memo that was provided at the end of last year. There are a number of different governmental structures that cities across Ohio employ. Right now, what the City of Canal Winchester has is this council-mayor form of government with a strong mayor. I've diagrammed it up here so you can kind of see the different functions of government that each plays. Each of these officers, whether council members or mayors, is elected directly by the people. Going to the city administrator that the administration is proposing to the council doesn't change that fundamental setup, but it does make the city administrator, as the professional day-to-day operator of city functions, answerable to the mayor, who himself or herself in the future would be subject directly to election by the people of Canal

Winchester. The difference, and the reason why, as Mrs. Amos pointed out, a true city manager form of government would necessitate a city charter change, is that in that case, all electoral power is vested in a council. Then that council hires the city manager. That arrangement appears to exist in many mid-sized cities. Dublin is one of them. Hilliard recently made that change, however, not everyone in central Ohio is in the same boat. The city of Grove City has an elected mayor and a professional city administrator. Whitehall is another example of a city that has an elected mayor and a city administrator. There is a great variety, and really, it comes down to what the citizens choose to put in their charter. I know that when there was a charter review done starting in 2020 and then being resumed in 2021, the charter review commission's recommendation was to stay with the strong mayor form of government that the city currently has with the option to add a city administrator if that position is approved by council. While a charter change may be considered at some point, I believe the real question before the council now is whether this administrator role, now and looking forward, would provide continuity and professionalism as elected mayors' change.

Amos – I know you're saying that we can separate them, but I really feel like it's a package deal at this point, and we need to make a decision one way or the other because we do have an election coming up, so we have to decide whether we're going to go with a strong mayor or a strong manager. When I did my research, most of the cities that I looked at were within 500 of our population. I really wanted to compare apples to apples. Now, budget-wise, it's a very wide comparison, but when you're looking at the overall population, most of them were strong managers. Like I said, all of them saw the value in it. It was a great conversation that I had.

Boggs – There are many places around Ohio that have council-manager forms of government. Some of the first council-manager forms of government in the country were from the state of Ohio. I will say just from my personal experience, I've worked in both systems, and it sort of seems to be that if the mayor is elected, there are people who want to go to a council manager form of government, and if you have a city manager, there are people who say, "Well, we need this guy or gal who's running everything to be directly elected by the people, we want to go to a mayoral form of government." There's always going to be that sort of balancing act there. To your point about it being an election year and needing to make that decision right away, I'd like to point out that Hilliard, for example, made that transition two years ago, transitioning fully to a council-manager form of government, and there was a period where the charter was amended but there was a mayoral term as part of that transition, so it's not like it has to be an overnight change either.

Amos – I guess I'm confused when you say that. I would think that the charter would have to go along if you had a part-time mayor with the intention of having a strong manager.

Boggs – The charter does not have to be changed to have a quote-unquote part-time mayor versus a strong administrator.

Amos – Not necessarily that, but I understand the hours. I understand the hours are not part of our charter, but if we wanted to change to a strong manager or administrator, that has to be changed in order for it to occur. Correct?

Boggs – To become a city manager form of government, the charter would have to be changed, but to bring on a city administrator now does not require any change. If a charter amendment were to be placed

on the ballot that would be the November election of this year. You simply would not want to do it overnight, operationally. That's why I brought up the Hilliard example, where I believe the mayor had a full term after that charter election had been passed to move to a city manager form of government. The point I'm trying to make and in response to what you researched is that no charter amendment needs to be done to bring on a city administrator. I think the question for council, the mayor, and administration is - A) Is council going to approve this position as requested by the mayor, and B) if so, what level of compensation does council believe remains appropriate for a mayor who retains all the existing duties under the charter but has delegated operational day-to-day largely to the city administrator?

Amos – I think we all understand that the charter allows for the administrator and it also doesn't establish the hours. But I think what we need to remember is that if we do decide to go with a city administrator, but we want that person to be in charge, we need to make that decision now so that when election time comes around, someone understands what we're aiming for. They're coming in as a face, not a decision-maker. That has to be decided.

Shea – They'd still be the decision maker because they have all the authority of the Mayor.

Amos – Well right now. But that would change. That's what I'm saying.

Jackson – They would continue to. I think we're getting confused about an administrator versus a manager. Two completely different forms of government. Two completely different reporting structures. Right now, we are a strong mayor council plan. That is what is in our Charter. Also in our charter is the city administrator. This was discussed in both 2010 and 2020/2021 during the charter review commission meetings. In 2010, section 5.06 Administrator was proposed as an addition to the charter. And approved by our voters on November 2, 2010 at the general election. That put the ability to establish the city administrator position into our charter. It was voted on our by our residents. As Mr. Boggs had mentioned, this was also discussed in 2020 and the overwhelming majority of our charter review commission decided they did not want to change our form of government. Council had the opportunity to put that on the ballot when we looked at charter amendments and they did not choose to move forward with that. Here is exactly what our charter says in regards to an administrator. The administrator reports to the mayor. The mayor reports to the voters. We are not requesting a change in our form of government by asking to establish this position. Our charter says that council has the authority to create or abolish this office. The Mayor has requested that we create this office. That's why we are here in front of you this evening.

Milliken – You are kind of touching on my biggest hang up in this. If we proceed with an administrator and then lower the mayor's salary, in effect, in my mind, we are somewhat changing the form of government. And the way I see it, that would be a charter issue. I understand if there's a disagreement there but the real question for me is to feel comfortable with that, is there a way to tie in the administrator position with the mayor's salary in the same ordinance or does that have to be done separately?

Boggs – In one ordinance create the position of City Administrator and in that same ordinance set the salary schedule for the mayor? I think that could be done. Those are closely linked enough to be a single subject.

Milliken – I just wouldn't want to, if the pay scale was presented to me first, have to vote on that not knowing what's going to happen with the vote on the administrator position and vice versa. It would be an

easier vote for me if it was all a package deal.

Clark – We'd also have to have what the administrator is going to make as well. We have to approve his salary as well, right?

Boggs – Right, and there's a range that's been proposed for that. But one thing to stress, regardless of salary or hours, the city administrator would still answer to the mayor for his or her direction. The city administrator's performance would be evaluated by the mayor. So in terms of authority, there would still be a strong mayor. The city administrator would not have power to veto legislation. That would be the mayor.

Shea - Would there be a contract for the city administrator or are they simply at the will of the mayor?

Boggs – They are at the will of the mayor. They would be operating under the same personnel policies as any other member of staff. They would just have that umbrella responsibility over other departments.

Amos – With this being such a big position, it would be leading a lot of stuff and taking on a lot of managerial role is it something you could do contractually versus at will? A five-year term locking them in to guarantee we have them.

Boggs – Under the charter, it says this person serves at the pleasure of the mayor and may be removed without cause.

Buskirk – Ms. Jackson, what is the percentage of our employee salaries compared to the budget?

Jackson – It's anywhere from 25 to 27 percent depending on the year and the fund. A majority of our employees are paid out of the General Fund but not all of them. The water and sewer workers are paid out of the water and sewer funds respectively.

Buskirk – And would this new position change that drastically or no?

Jackson – No, what I had originally proposed for the administrator's payment was actually spreading that cost amongst several funds because they are overseeing everything. Not only would they be paid out of the General Fund but they would be paid out of the water and sewer funds as well, assuming those funds could withstand the extra expense that year. So no, it's not a drastic change by any means.

Peoples – I just want to bring up the city administrator's salary schedule has already been adopted. It was done as part of the entire one but there's a line in there that says it's contingent upon approval.

Mayor – Currently the mayor's position is not defined as part time or full time. The mayor works all the time. You can call it part time, but the mayor's on call 24 hours.

Amos – One of the key points Amanda pointed out and that we've all said to is that this could potentially open it up to people who have full time jobs and want to hold this position. I would not personally expect somebody who's working a full time job and doing this as a part time position to have the city manager reporting to me. To me that makes no logical sense whatsoever because you don't have the full time

person who's basically running it while you're out of the office reporting to you in the part time hours and saying, hey what do you think about this. It just doesn't work that way.

Peoples – But that's what a city manager does to Council. City manager will report to all seven members of council. You work with the mayor, with our elected officials, on a regular basis.

Jackson – Depends on the organization.

Amos – Well, true. I was surprised when I did the research at the number of cities that had the city manager but did not have a full time mayor. They had a very reduced mayor. I have salaries and everything I'll share with you but based on their populations as well, we have a lot to consider. Our city staff takes care of a lot. There's stuff we don't understand but I think we have to be responsible with making our decision and making our decision and thinking it through thoroughly.

Mayor – They're taking on more and more. Every year there's something added on. We haven't added any positions, well maybe someone in the street department, but we haven't added any top positions and this would be the first one.

Jackson – At the end of last year, council approved the establishment of the assistant public service director positions but that is the first two positions in my time here with the city as far as upper level management is concerned.

Peoples – My job was the last one created in 2006. Before that it was Bill's in 2004 or 2005.

Amick – I'll go on record and say that I've never been opposed to a city administrator. I feel like I agree with all the points that you've made about the world has changed, I'm trying to pair together what Mr. Boggs was saying about how you would take this – let's pretend that we approved the city administrator role and then how do you go on with the next step to determine what the mayoral role? Is it just by approving the salary schedule, is that how you determine whether it's part time or full time? The University of North Carolina suggests in some cities it's a volunteer position. I don't know that any mayoral candidate would want that but what would be the next follow on, assuming this position gets approved.

Boggs – As you know the charter does not spell out hours. My guess from a practical standpoint is that wherever you set the mayoral salary at is about the amount of time that person will put into it. If you make it a full time salary, that person I would expect they would put in full time hours and if you make it part time salary, they'll put in part time hours.

Jackson – Unfortunately, I don't think we can give you a clear answer on that because it's going to be dependent on the individual who runs for and ultimately is elected to that mayoral position.

Amick – But that's not to say that in four years from January 2024 that the next person or group of people that run would want that same structure. So is this a conversation that would have to be had every four years as we consider the open mayoral position.

Jackson – Are you referring to the city administrator position being continually filled or are you referring more to the mayor's hours?

Amick – The mayor’s hours. I guess what I’m saying is, let’s say the candidates now understand that they’re going to run for a position that pays 50 grand a year. Four years from now, your candidate pool has to come with the understanding that the salary is 50k and that you either run or you don’t based on that. But what’s to keep it from every four years there being some churn about it

Jackson – Probably nothing, honestly. We report to the mayor. But ultimately, the mayor is elected by the voters. We can’t really give you a clear answer because it’s not our decision what the mayor does or doesn’t do. His duties are spelled out in our charter. It’s going to depend on the individual who takes that position. There’s just so many factors but you’re absolutely correct. This could change every four years. Well, theoretically you do salaries every two years so that salary could change every two years. You could increase because you feel like the mayor is doing more work than what they’re getting paid for or you could decrease it because you think they’re not doing as much work as they’re getting paid for. You hold the power. We’re just here presenting you with the legal, the facts, and things like that.

Amick - To me it’s not about the hours the person submits. It’s about are they executing the duties that are laid out in the charter for that of a mayor. That’s more where my thought would be.

Walker – I can see the benefits of the city administrator but one question I have is if it was part time and there was an emergency, and the mayor is the chief and everybody answers to the mayor, if the mayor has a full time job, how does that work in that case?

Boggs – To that sort of circumstance, there would be a lot of shots that could be called by the city administrator just based on the job description that’s laid out for those duties. Things that needed to be a mayoral decision, it would be the mayor’s job to make that work with his or her full time job. And if they failed to do that then they’d be answerable to the voters for it.

Walker – Because unfortunately, even in the news right now we see where the mayor needs to be there in certain circumstances to be answering questions when these emergencies are going on. And if they are dedicated to a full time job that was just a concern I had. I do see the benefits of having an administrator.

Jackson - I think it’s going to vary depending on who your mayor is and who your administrator is and how well they work together. Some individuals have a more flexible job then others so, you know, it depends.

Amos – I guess my question for council is how do we define this for the upcoming election? How do we say what we’re looking for in a mayor because if we’re looking for somebody to have the opportunity to have a full time job and run, how do we define the hours so that we know what the expectation is for the residents.

Amick - We don’t define the hours. We define the salary. And then the roles and responsibilities that need to be executed for the role of the mayor are laid out already in our city charter. We would either have to modify those roles and responsibilities or the expectation is that for 25 or 50k, whatever that salary is, you have to be able to execute these duties that are laid out in our city charter. But that doesn’t necessarily mean you can’t delegate those.

Amos – Right. Where I’m struggling with this, and maybe it’s just my own hiccup to get past, if you have a

person working eight to five at their normal job, they've run for mayor because they feel like they can take it on, the city staff works until 4 - 30 every day. So now anything that this person may do, it may fall beyond the hours of five o'clock. Where is that fine line for our current city staff to not have to feel bombarded or that they have to answer or have conversations afterwards.

Mayor – How do you as a council member feel when people confront you on the weekends or at a festival about city work? That's the mayor's job too.

Amos – I totally agree with you because you face it as much as we do. But our city staff has set schedules and aren't on call. They're not elected to this position. I guess I couldn't I would expect to call them after hours to field questions. That's what I'm trying to understand.

Boggs – My answer to you would be this. If you as a council member wanted to contact this hypothetical mayor after hours to ask him or her questions, that would be part of the mayor's responsibility. Right now, the city administrator would be hired as an exempt employee. They're not being paid overtime. They're being paid a salary to get work done so in taking that job, they could expect that if they have a mayor who has a full time job they may have to be having a lot of conversations with that mayor after five or on weekends. They're also being compensated well for that. That's taken into account with that level of responsibility that they have. The idea from a structure standpoint is that they are the point person for the mayor to have those conversations and then in their next work day, they're going back to the department directors and leading them in the normal business hours. Then of course you would still have circumstances where the mayor, city administrator, Matt, or people in water or whoever are on the line because there's an emergency. Waterlines don't break at 10 a.m. on a Tuesday. It's 2 a.m. on a Saturday.

Amos – I see that point that you would work through your city administrator. They're paid to do that job but there are times you're going to reach out. And then it comes into question the value of our other employees that you're talking with and their personal lives and just being able to manage that. Because as an employee that gets called 24/7, you don't want it. It cuts into your family time and then you lose employees.

Peoples – But that's where we are as directors. And a handful of superintendents and managers. We've got guys on call. We've got guys on call today. Three guys for streets, one guy in the water, and one guy in wastewater. That's just the way we live.

Amos – I have to remember something Laurie said and I'm just going to point this out and that is we have to take the people out of it. Right now we have a city staff that just knocks it out of the park. But we have to take you out of the equation.

Jackson – The same goes for us. You're respectful of our time but that doesn't mean that somebody who comes in in a couple of years in your seat is going to do the same thing. Unfortunately, that's just life.

Peoples – And ultimately it's the mayor's responsibility to make the administrator responsible for their job and be responsive and to make the directors and managers responsive. They still hold the authority to ultimately say it's not working out with the administrator or directors or whatever. And if they're not holding up their end of the bargain then the people will let you know.

Walker - I see your point too that a person running for that position would see their own boundaries. If they were self-employed or what they could do or couldn't do. They would be running for that position knowing that they would be able to answer, to be there, so I get that it if would be part time.

Clark - I think we adopted that we would do a charter review in 2025 so all this could unravel in 2025 by the charter commission that would be appointed. We could do this and they come along and say we want to go back to a strong mayor and make it more concrete in the charter. Granted it would have to come back to council and council would have to approve that and then it goes to the voters. There's no guarantee no matter what direction we go here and the next mayor runs for the mayor's position, that he or she is going to be in the same situation for that four year term because that can change in '25 with the charter review commission.

Jackson - Well, the form of government could change in '25 depending on who's sitting on council if the charter commission could suggest that and you agree and you send it to the voters who say yes we want to do this, that could happen.

Amick - In thinking about continuity, you have council seats that will be turning, you have a mayoral seat that will be turning, I just did a very quick google search about what is the average tenure for a city administrator, 7 to 8 years. You may have seen a recent article about the president of OSU and the tenure for presidents in universities has been going down and down and down. My head is spinning in this whole continuity pool I have going on. This can be a double edged sword but we talked about this being an employment at will position, is there any possibility of making it a contractual position? Would we ever do something like that just to have continuity for a decade or whatever the right time frame would be?

Amos - I think that's what Mr. Boggs said we'd have to change the charter.

Boggs - The charter requires that it's an employment at will and at the pleasure of the mayor.

Amick - I guess we have that continuity question now because the mayoral position is an every four year, could change.

Jackson - Our four positions are at will. So a new mayor could come in and I'll use Nancy Stir, our HR Coordinator's favorite thing, they could not like the color of your shirt that day and you're out of a job.

Peoples - From a continuity standpoint, with the directors we've got almost 70 years with the city and I don't know if any of that is changing any time soon. It just seems like this is a very good place to work and its conducive to long term employment.

Discussion started at 1:24:34 on YouTube Channel

Jackson - I know that we had looked at this chart a while back about various forms of local government. I know that a lot of times you are looking at our peers, our neighboring communities and comparing ourselves to them. In this situation it's kind of difficult because while it may seem on the surface that we're comparing apples to apples, there are a lot of different forms of government out there. Let's talk about Groveport for a second. They are a mayor-administrator-council form. Sounds similar on the surface but their administrator reports to both the mayor and council so they can be removed by one or the other or

both. They do have a separately elected mayor who can't vote. Some do not have a separately elected mayor. Like we were talking about earlier, they are a member of council. There're all these different little nuances so we tried to find you three examples of what we thought were our closest comparisons and those are the three highlighted in yellow. Here's a quick comparison. Mrs. Amos was talking about population. We're closest to Grandview Heights in this list but not terribly close. The other thing to point out is that while all three of these have what is deemed an administrator, they all have different titles. The job title itself is different. The responsibilities are the same. In Grandview Heights they call it a Director of Operations whereas in Grove City it's in their charter as an administrative assistant. But again, the duties of that job remain the same, regardless of that title. You can see that two out of the three of don't have this listed in their charter. We're kind of unique in that respect. I think to the point about salary and working hours, these three have a very different outlook on pay for a full-time job. All three of these mayors are listed as full time. I can't say if they put in full time hours but these are the pays they are receiving for what is classified as a full time job.

Amick – Have you examined the list of responsibilities for these three municipalities?

Jackson – I have not. I don't believe that it is listed in their charter so I would have to reach out and get job descriptions for an administrator.

Boggs – I believe all their mayoral duties are all very similar to each other and to Canal Winchester's. Grove City is the only one that has the city administrator in the charter and it has similar language in the sense that their responsibilities are delegated by the mayor.

Amick – I see. Ok because it's perplexing about how a city the size of Grove City, you have a forty thousand dollar salary and then in the city of Grandview Heights, you have an extra ten thousand dollars.

Mayor – I think in some of those cases you look at Bexley. They're landlocked. Grandview Heights is landlocked. A lot of cities that are inside the boundaries of 270 are landlocked. They'll never get any development. But we're not that way. We still have a lot of growing to do here.

Discussion started at 1:29:00 on YouTube Channel

Jackson – I had put this up earlier, this is directly from our charter. Section 5.04 Powers, Functions, and Duties of the Mayor. I know at a previous meeting there had been discussion about what the mayor's job description is. This is the mayor's job description. It's what's listed in our charter. There is no formal document like the finance director or the public service director would have on file. We had previously given council the proposed job description for the city administrator. This is just a snapshot of it but it really captures the meat and potatoes of it. But I wanted to give them both to you in writing so you can look at what the differences are. Ultimately, the city administrator is going to do what the mayor delegates them to do.

Shea – With each new subsequent mayor, would each new subsequent council have to look at that balance of responsibilities delegated versus not to keep the compensation in line with the work that the administrator is doing? If they mayor is taking on all the responsibility because they can, then what's the point in funding a city administrator?

Boggs – At that point, it would be a question for council to set compensation accordingly.

Jackson – But chances are the responsibilities or the delegation of duties is going to change based on who is mayor at the time.

Shea – Absolutely.

Amick – Because if the person is only making half the salary and they're not delegating, that's kind of on them I guess.

Mayor – You have that opportunity every two years to change those salaries.

Amick – It was interesting, going back just a step to the Groveport form of government and you said that the administrator, council has power and the mayor has power, this article I was reading from the University of North Carolina, it was entitled "Who's on First and Who's in Charge." I'm assuming that Groveport has a process for how they would manage that form of government in terms of when there is a conflict, who is in charge.

Jackson - I don't know the answer to that but I would make that assumption as well.

Boggs - We'd have to look at their charter.

Peoples - There is one other thing to know with Groveport. They only have six council members and the Mayor is the seventh and only votes in a tie breaker, so maybe there's that power that the existing Mayor would have if there is a split council wanting to get rid of the administrator then he could be that fourth vote for yay or nay.

Walker - Does the council there decide on the Mayor's raises?

Boggs - The legislative authority has control over its salaries.

Walker - Okay, I know but where it comes up as every two years like the Mayor was just saying the decision is made on a raise or no raise it stays the same, same with council, the votes every couple years.

Jackson - Theirs appears to be the same as ours, each odd numbered year, shall be effective for a two year period. That's in their charter. This kind of made our transition into our next slide very easy, salaries, so as we were just discussing I think this was talked about or brought up at a previous meeting about the timing of salary setting versus election and this being a Mayoral election year. Again this is directly from the charter, that council can set the salaries for both themselves and the Mayor in the odd number years and it needs to be dealt with no later than July 1st, and it's good for the next two years and if you fail to do that than the one that was previously in effect remains in effect. I know there was discussion and maybe a little bit of concern about the timeline so I kind of wanted to maybe spell it out a little bit. Today we are here January 30th, as I previously mentioned the salary ordinances have to be passed no later than July 1st, which means you can do it any time between now and July 1st. We have ten council meetings between now and then. We could do it next week or we could do it in June, that's up to council. Our last regular meeting before that July 1st deadline is June 19th and the new rate would not go into effect until January 1,

2024. In regards to the election, the candidate filing deadline is August 9th, so there is seven weeks between that last council meeting before July 1st and August 9th. That's seven weeks for a potential candidate to evaluate whether or not they felt that pay was worth it for them. If we pass it earlier it gives them more time to evaluate that. I guess the point of this slide is that we aren't trying to spring something on someone who has already made the decision to file or run for election whether it be a council member or the Mayor. The way that our charter is set up they have time, to decide if that salary is going to make or break their willingness to run for office. These next two slides are just snippets from the MORC salary survey. I pulled out the mayoral salaries as well as city manager and city administrator. I know they are probably a little small on the print out you have in front of you so I can send you the link that has these in it. For those who are unfamiliar with the MORPC salary survey, they reach out to all the central Ohio municipalities and ask them to provide the data and then they compile it. It's a good source for comparing positions to our neighboring municipalities and are we in line with pay and benefits and things along those lines. It's not fool proof, there's going to be differences in some of this stuff that you're just not going to see on the paper but it's a good starting point for the discussion. Also in this MORPC salary survey which I didn't include in the packet this evening are council salaries, so if that is a discussion that council wants to have since this is your year to make changes for next year I can provide that to you as well.

Milliken - So we talked about whoever's decision to choose to run or not run, at the risk of this sounding like a political question that's not my intent, Mayor, I don't want to know whether you're running or not, that's not what I'm asking, but with all due respect, how does a decision like this how does that affect your calculus of whether you want to run or not?

Mayor - Well let me say I don't want to work for ten thousand but let me tell you how I got into this. I took a twenty five thousand dollar pay cut when I took this job. it wasn't about the money. It was about the love of the city.

Milliken - Okay I just wanted to give you the opportunity.

Clark - That's the definitive answer.

Milliken - Because we've heard people come in from time to time I don't want to say accuse you, that's not the right word, of not running again, the question is out there and I just wanted to give you the opportunity to speak on that question because it is a mayoral election year and I think it is important for the public to hear from you at least in some capacity on that question. If that's your answer I respect it.

Amos - I will tell you there is somebody in our audience that strongly feels that the city council salaries need to be reevaluated.

Jackson - You will have the opportunity to that so you just let us know when.

Amos - I don't think we have taken a pay raise in six years.

Jackson - It has been many years.

Amick - Google that topic but we should consider it. Mrs. Jackson, I am looking at the five years benefit and salary analysis and it shows for the city administrator a partial year the 2023 of one hundred seventy

five thousand with benefits, so if this portion wouldn't become effective until 2024 is the 175 considered an overlap onboarding period of some sort.

Jackson - No, we are basically going to be starting over from scratch with budgeting for it. As we discussed a little bit ago we proposed a range and that range was ultimately compiled with the MORPC data that we looked at and what we felt would be competitive to attract the right candidates to such a position but I don't know what we're going to do with salary in '24. Their compensation will not be my choice.

Amick - But with that said will there be any 2023 expense?

Jackson - If we don't hire them this year, no.

Amick - But if we do hire them we would just prorate.

Jackson - Yes absolutely, that's a place holder number, whether we fill that position now or we fill that position in October. Just because it is budgeted doesn't mean we have to spend it.

Amick - Understood, are there any thoughts about an ideal candidate, and this can be a trap as well, has there been any discussion about a residency requirement or no residency, has there been any discussion on it?

Mayor - The directors don't have to reside within Canal, I would think it would be that way too.

Boggs - For employees there are state law complications with having residency requirements for an employee. In all likelihood there will not be a residency requirement per se, more than likely there would be some kind of radius requirement because it would be a bona fide job responsibility to have to have to respond in a timely manner.

Discussion started at 1:42:30 on YouTube Channel

Jackson - I know we have spent the majority of this discussion specifically talking about the city administrator position but there were two other positions that we had previously proposed to you that got put on the back burner once we got into the city administrator. I wanted to bring those to your attention as well. They are the city law director and the construction inspector. The city law director would be just that, a director level position, In the reporting structure they would report to the mayor or the city administrator, if we were to move forward with the establishment and fulfillment of that position. The construction inspector would report directly to the construction services director, so that's maybe not an upper management level position. Neither of these positions are currently budgeted for. We brought them to you as part of the five year staffing plan. We're looking ahead thinking that if we establish these positions and get them on the books now as far as having job descriptions approved then when that need is identified then we can move a little bit more quickly to fill the position rather than having to start at the beginning. We are trying to get ahead of the game essentially with that. Ultimately you have the final say both in establishment and filling of the position. If you were to choose to move with establishing these positions there is no funding and we are not recommending filling these positions in 2023, but you have the say in establishing it and you have the say as to when we fill that by approving the budget and the money for those positions. I do want to make sure you guys know they are still hanging out there so if you

had questions about either of those positions we might be able to address those.

Amick - What is the justifications process, and again I grew up in corporate America where you couldn't get a pencil without a justification process, so what is the justification process or discussion that you all have as leaders about whether or not you even want to propose or pitch such a concept.

Jackson - Let me just say that not everything is about dollars and cents. As we internally find that we are needing maybe easier access or to become more efficient in answering questions or whatever the case may be with these two and having them perform some type of work, I think that's when we start to have that conservation of do we really need to bring this in house rather than having a contractor that has other responsibilities who isn't dedicating their entire time to us.

Amick - I get it but time is money so if you can say we can eliminate ten hours a month by from going to an outside entity, ten hours a month that adds up over time. Time is money so don't be shy about efficiency so it's a huge win

Sims - So I can speak about the construction inspector position. You now that money certainly plays a part in that decision, I think since I started here every year I ask the question do we need to bring an inspector in house and evaluate the work load and the cost and keeping someone busy and so forth. We're approaching that point that it makes good sense both from the workload standpoint and the cost standpoint to bring someone in house. In '22 we spent roughly a little more than two hundred thousand dollars on inspection vendors. I have an individual from a vendor that I keep busy pretty much year round and they handle primarily the capital improvement projects. They're responsible for more than half of that cost, so we're at a point that bringing a position in house is not going to be an additional cost. We are basically replacing a position that we are using a vendor for currently. And then work load obviously we are at a point now where there's no end to construction season. There used to be. Sometimes I'm busier in the Fall than any other time of year. Whether it's a combination of the economy and what the weather is like and things of that nature, we are into year round construction season now. So the situation of having to keep someone busy because I would never want to bring someone in and lay them off, we aren't bringing in staff with twenty inspectors and we're going to lay half off or something which you could do that scenario. This would be a full time job for someone as their career. We're definitely approaching that point. The numbers make sense now. It's really about work load and as Amanda mentioned we've been looking at the CIP planning here for the next several years. There's a lot of work so again I don't want to bring someone in and then two years later be wondering what we're going to do with them, so that's not going to be the case. From that point of view that makes sense Then of course having someone in house has distinct advantages. First of all I am never guaranteed the same people. I have good relationships with folks, so generally I can have the people I need, the right person for the right job. Having someone that's here and has the track record and the experience with everyone there's a lot of value to that. Additionally, there's other tasks from me that I wouldn't hand off to a vendor. I need someone that is in house reporting with me every day kind of scenario. That's my point of view and I think that's why now is probably a good time to start the planning process and at least get the position created. Like she said there's no funding for that this year currently. This kind of gets the ball rolling so in the next year or two years we're going to be in that boat and I think we're going to need to bring someone in.

Amick - That's where I'm at with both of these, just show us the puts and takes. I don't doubt any of what you're saying. I just think that's something that would be helpful for us to see to make those decisions.

Jackson - And when we do bring forward the request for funding it would be the appropriate time for us to say okay this is why we think now is the time for us to fill these positions. As Mr. Sims said we're just trying to get the ball rolling so when that time does come we are not delayed in being able to fill that job.

Amos - Mrs. Jackson, when you do these job descriptions are you looking at more of a comprehensive job or more of a strategic outline.

Jackson - I actually am not involved in the job descriptions, Nancy Stir, our HR Coordinator, handles all of that so that would be a question that I would need to pose to her. She does ask for input on what we see the primary job duties to be in these newly created positions. We don't want to reinvent the wheel so we will reach out to her counterparts in central Ohio to get some similar job descriptions to see what they are asking, but just like any job description it is not all inclusive but there are things that are going to be added as somebody gets into that job.

Amos - I just want to make sure that we are not locking ourselves or not creating a job description now that three years from now they have different certs or different requirements, so I just want to make sure that if we are putting together a job description that everybody understands that it is very fluid.

Mayor - We review job descriptions quite often.

Jackson - Usually every couple of years at least.

Sims - I provided a lot of information to Nancy for the construction inspector position. Obviously, it's pretty strong in duties and what the expectations are but certainly within that description there's good language that allows essentially to work at anything that I direct them to do basically with the idea that yeah everyone really all of our staff has the ability to help out and is willing to do that. We know that just because someone is in that department doesn't mean that they won't be able to help in that area or a different area or on something that I haven't even thought of yet. We're working on cross training for instance in other departments. That's pretty common trying to leave it undefined enough that we can put someone where they need to be for that moment.

Discussion started at 1:52:50 on YouTube Channel

Jackson - I really only have one more slide on here. It's really difficult to read. This is sort of a proposed organizational chart. We had previously provided this to you. Ultimately this is what would happen with the city administrator and the creation of the positions that we have discussed at the end of last year. The ones that are approved as well as the ones that have yet to be approved by city council. The thing to note is there are positions on here that have been previously established but they are not filled. Council's role in that would be again from a budgetary perspective. If we decided we needed to fill those it would be council's decision whether or not to approve the funding for such a position since it's already on the books. That was then end of what we had prepared. If there is anything else we can answer for you this evening let us know.

Amos - I have a random question for you. The events coordinator and the community center coordinator currently fall under the construction supervisor which has never really made sense to me. If we were to look at getting a parks supervisor would that be more appropriate.

Jackson - A couple things about that. Back when those two positions were brought under Mr. Sims umbrella, he didn't have any employees reporting to him. He didn't have any supervisor responsibility. Obviously, Matt supervises the majority of the employees within the city, but we were trying to spread the love if you will when it comes to managing individuals. We also have on the books a Community Affairs director. That position has not been filled since I've been here, so depending on what our needs become over the next 5 years, we do have the ability to move those people under a different umbrella as we see it to be more appropriate.

Amos - I just feel like potentially those two should be moved into a more appropriate place at some point,

Mayor - And we knew that when we did it.

Jackson - We don't disagree.

Milliken - Mrs. Jackson I just have a housekeeping question going back to the city administrator position, so in the past when we vote on salaries it's just brought forward to us in legislation. It seems like this is a new experience for most of us that we're actually having this discussion, at least with the Mayor's salary. I'm guessing that we as Council need to come up with some kind of directive that we would like to set the mayor's salary at when it's brought forward is that correct?

Jackson - Yes, you lead the discussion on the mayor's salary and the council's salary. I primarily provide you with some information, a starting point for that discussion and then we follow your lead for legislation.

Milliken - So that being said I don't expect us to come to that decision tonight. We have plenty of time so just administratively speaking, Miss Pearce if you or maybe able to add that item on our old and new business in our packets for coming Council meetings and if we have time we can address it.

Amos - Mrs. Jackson are we going to have another Committee of the whole? Do we have one in March?

Jackson - It would be May. Ses so actually it would be Memorial Day so it would fall to Tuesday after Memorial Day. It might be May and July. I will have to pull out the calendars

Amos - And July is usually vacation.

Jackson – Actually that is a topic that we wanted to talk to you about. We can do that now or we can do that during your regular meeting. We were just looking at the calendar in regards to council recess. Typically, you take the second meeting in July off. July 4th falls on a Tuesday this year. We do have a council meeting scheduled for July 3rd so we wanted to bring that to council's attention to see if there is any appetite to maybe taking that as your Council recess and having the second meeting in July off this year. And so you do not have to give us an answer right now but we wanted to bring that to your attention.

Shea - I'm a yes.

Amos - Yeah I'm alright with that, I don't know how everybody else feels.

Amick - I'm okay either way but I'm glad we're talking about it now.

Amos - I'd rather know now because we're planning vacations.

Peoples - And it is May and July.

Jackson - Okay so May and July would be Committee of the Whole meetings. They have the 5th Mondays, so if you're asking in regards to Mayor and Council salaries they might be a little late.

Amos - I was hoping there was one in March so we would have time to digest and do some more research but may seems a little too late for me.

Shea - Let's just put like three or four mayor salaries up there as ordinances and lets just start voting on them and what stick sticks.

Amos - Let's have a have a better conversation.

Jackson - What I can do is I can provide you with the MORPC data that we talked about and then you can at least start thinking about it, and then having it on your work session agenda under old and new business can keep it in the forefront of all of our minds. And then hopefully we'll have a work session where we'll have enough time for you to have a good discussion about it and then you can give us direction for legislation

Shea - I'd like to throw one thing out there. We talked about the construction inspector position and the city law director position. I feel like we get very good counsel and representation and depth with the breadth of attorneys we have available to us through the current attorneys, what are you FBT, and then if we hire our own City attorney we are still going back to them for a lot of stuff that and you're going to have vacations where that person is not available. If you're on vacation, you've got two or three backups ready to go for us, and I just don't know if it's prudent to go from such a deep bench for what I consider a pretty reasonable amount of money for the legal advice we're getting to a one man show or woman show.

Jackson - It's definitely a consideration in filling the position absolutely.

Amick - Is there a lesser position other than a full-fledged law director that might be someone who can handle some of the research and administrative kinds of items versus rendering a legal opinion?

Jackson - I'm going to say it probably won't be the most efficient way to go.

Boggs - I'll say, first of all thank you for the kind words and I will say that the mayor has not or I have not gotten any indication that there is an appetite immediately to fill this position versus having it on the work chart. I think that that might be a challenge, not to say that it's not a possibility. Ultimately somebody who is an attorney is responsible for their own work from a professional responsibility standpoint and so you have sort of a self-supervisory circumstance versus if you had a paralegal or somebody on staff to kind of take those items and run with them, their work would have to be supervised by an attorney. So just from a structural standpoint it's not something that I've seen done and I'm not immediately certain how it would be done but if there's an interest in investigating it we can do that.

Amick - If I understood from a previous conversation about that position, we would still have a contractual agreement with Frost Brown in addition to this position, is that correct?

Jackson – Potentially. I think that my personal opinion would be that we would look to the law director for his guidance or she if they thought that that was necessary. I will say that we occasionally use other firms for specific reasons, usually employment related. Dollar amount wise It's very, very minimal. We don't have many employment issues here. I would say the possibility is there but I would look to their guidance for it.

E. Adjournment @ 7:59 p.m.

A motion was made by Shea, seconded by Clark to adjourn. The motion carried with the following vote:

Yes 7 – Shea, Clark, Amick, Amos, Buskirk, Milliken, Walker