



OPERATIONS COMMITTEE

MEETING MINUTES

January 20, 2009

6:30 p.m.

Village Green, 47 Hall Street

Attendance Don Grubbs, Tom Counts, Jim Hrivnak, Rob Rice, Debra Miller, Chris Huber, Susie Ross, Jeff Robinson and Steve Lutz.

I. SIDEWALK REPAIR PROGRAM

The Committee reviewed an updated draft of the proposed 2009 Sidewalk Repair Program.

The Committee suggested incorporating the notice to property owners and the cover letter into one document.

Tom Counts recommended that the opt-out period be extended from 30 days to 45 days. He also encouraged the City to utilize an educational piece in order to communicate the program to its residents. He suggested an article be included in the fall spokesman in order to inform people about the Sidewalk Repair Program. He also stated that it would be helpful to place all the information regarding the opt-out procedures on a single page in order to make it easier for residents to submit to the City.

Don Grubbs suggested amending the ordinance to include specific information regarding when the resolution of necessity would be presented before the City Council. He suggested that the resolution of necessity be held no later than 20 days and no less than 10 days from the date of mailing. It was agreed that the initial mailing would go out in early April. This will permit the City to go out for bids in late May.

II. PERSONNEL MANUAL UPDATES

Debra Miller informed the Committee that the City updates its personnel manual every two years. She stated that changes include those required by Federal and State Law as well as trends within municipalities.

Debra Miller informed the Committee that changes to the manual include workplace harassment/discrimination policy, Americans with Disabilities Act Policy, Electronic communication/cell phone policy, part-time permanent employee benefits, unused vacation leave carry over, leaves of absences, reduction in work force, and nepotism.

The Committee recommended that the proposed revisions be reviewed by the Personnel Board of Review if possible within the next few weeks.

III. ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 7:30 p.m.