

SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 20, 2020 at 5:00 p.m.

The Council of the City of Maumee, Ohio, met in the Police Training Room on the above date with the following members present: Gabriel Barrow, Brent Buehrer, Tracey Elmore, James MacDonald, Scott Noonan, Timothy Pauken, Thomas Wagener, Jr. (7)

Mayor Carr presiding.

Facebook Online

Roll Call:

Gabriel Barrow, Brent Buehrer, Tracey Elmore, James MacDonald, Scott Noonan, Timothy Pauken, Tom Wagener, Jr.

Pledge of Allegiance.

Mr. NOONAN moved to adopt the Special Council Meeting Agenda for July 20, 2020.

Mr. BARROW seconded the motion.

Roll call: All present voting yea, the Chair declared the motion carried.

Mayor Carr determined that the Item 5C, Appointment of Lou Thomson to the TARTA Board on Petitions and Communications will be moved to New Business as Item 7B, due to an extension that needs to take place on that item.

Mr. PAUKEN read the report of the Personnel Committee regarding the job descriptions and reclassifications into the record.

Personnel Committee Report

A Personnel Committee meeting was held on July 10, 2020 at 2:00pm with proper notice given to the public. In attendance were Tim Pauken, Gabe Barrow and Scott Noonan from the Committee, Administrator Burtch, Finance Director Cartledge, Human Resource Commissioner Noble, and Assistant Finance Director Helle. The committee meeting was broadcast on Facebook Live due to social distancing regulations.

Administrator Burtch went over the need for the new positions, Capital Projects Manager and Zoning Administrator, dealing primarily with Economic Development, and a continuation of the jobs that these positions replace. The Capital Projects Manager will provide administrative, engineering and technical support in maintaining the upkeep of sidewalks, street maintenance and reconstruction, City buildings and systems on City owned property and right of way in addition to economic development.

The Zoning Administrator will continue receiving and acting on zoning complaints, writing any updates for current codes, establish and maintain effective communication, coordinating and working relationships with City staff, businesses and residents. In addition, he will work closely with the Administrator performing professional planning and zoning services for the department which has primarily economic and community development responsibilities in the City. Work will include, but not be limited to, land use, zoning, historic preservation, redevelopment, prepare applications for Federal, State and Local grants, and provide related administrative services.

The Capital Projects Manager position will be exempt, and be under Range 4 of the Management Supervisory Ordinance. And the Zoning Administrator position will be exempt, and under Range 3 of the Management Supervisory Ordinance.

After much discussion relative to wages, and the fact that we just completed lay-offs and wage concessions, we as a committee recommended that the two individuals being considered for these positions, continue to work at their current wages with comp time, and the committee would revisit the compensation package in the second week of September, 2020.

With that, Mr. Pauken made a motion to approve the positions of Capital Projects Manager and Zoning Administrator, the job descriptions covering these two positions respectively, and to offer these positions at current salaries with comp time, and to revisiting the compensation packages in September 2020. Motion passed 3-0.

Administrator Burtch then discussed the need to update the Chief Building Official job description to reflect the change in the Supervisory role. The Zoning Administrator will now report to the Administrator.

Mr. Noonan made a motion to approve the change to the job description for the Chief Building Official. Motion passed 3-0.

And finally, Administrator Burtch and Human Resource Commissioner Noble presented an updated Organizational and Reporting Relationship Structure for consideration. Finance Director Cartledge voiced concern that when the Payroll Clerk was absent, the Human Resource Commissioner would fill in. It was relayed that this practice should continue, and that cross training should occur for this position and others, so that we can avoid having an uncovered position.

Mr. Noonan made a motion to accept the updated Organizational and Reporting Relationship Structure. Motion passed 3-0.

With no further business, the Personnel Committee meeting adjourned at 2:38pm.

Respectfully submitted,
Tim Pauken, Chair
Gabe Barrow, Member
Scott Noonan, Member

Mr. MACDONALD moved to approve the Petitions and Communications.

Mr. BUEHRER seconded the motion.

A. Communication from Clerk II, Inspection Division, Patricia Donohue, informing Mayor Carr of her retirement effective July 3, 2020.

B. Communication from Francis Frey, informing Mayor Carr of his resignation from TARTA Board of Trustees, effective immediately.

C. Report of the Personnel Committee regarding the job descriptions and reclassifications, and the organization and reporting chart.

Roll call: All present voting yea, the Chair declared the motion carried.

Mr. WAGENER moved to approve the Consent Calendar.

Mr. MACDONALD seconded the motion.

A. Award a contract with Hoover Wells for the installation of epoxy quartz aggregate floor covering in the Concession Stand, Office and Employee Locker Room at Rolf Park Pool at a cost of \$10,696.39, and approve a budget amendment to 2020 Capital Fund IT-B Fund appropriation measure for the same.

B. Approve the recommendation from the Personnel Committee in their preceding report regarding the creation of two (2) job positions, the filling of those positions, three (3) position descriptions, and the organization and reporting chart.

C. Approve the purchase of a 2018 demonstration Xtreme Vac Model XV700CB vacuum truck at a cost of \$217,000 and amend the B fund budget for the like amount .

Roll call: All present voting yea, the Chair declared the motion carried.

NEW BUSINESS:

Mrs. ELMORE moved to retain a pavement striping company to re-mark Conant Street from US 24 to Harrison Street in an effort to perform a temporary demonstration trial of a three (3) lane cross section with parallel parking on both sides of Conant Street at a cost to be approved by both the Mayor and City Council President prior to entering into an agreement.

Mr. NOONAN seconded motion.

Roll call: All present voting yea, the Chair declared the motion carried.

Mr. WAGENER moved to confirm the appointment of Lou Thomson to the TARTA Board for an unexpired term ending December 31, 2021.

Mr. PAUKEN seconded motion.

Roll call: 6 present voting yea, 1 member abstaining, the Chair declared the motion carried.

Mr. PAUKEN moved to adjourn at 5:40 pm.

Mr. BARROW seconded motion.

Roll call: All present voting yea, the Chair declared the motion carried.