

SPECIAL MEETING NO. 22
Room 108, City Hall

July 14, 2022
5:00 O'Clock P.M.

The meeting was called to order at 5:01 P.M.

Present were Council Member Roe, Galloway, McAntire, Hull and Mayor Johnson.
Council Member Pope was absent.

Also in attendance City Admin. Rath, PW Dir. Seals.

Galloway moved, seconded by McAntire to approve the agenda as presented. Motion carried 4-0 vote.
Council Member Pope was absent.

Clerk Reinhard along with Rath presented Scope/Stmt. of Work Agenda Mgmt. program/platform that will be implemented for the City Clerk's office by our current Laserfiche license provider OPG-3, Inc. Reinhard submitted CIP that was included in bonding for FY23. Total implementation cost for platform will be \$37,000 and either \$20,750/year or \$25,750/year depending on total number of licenses/users for Laserfiche access. This will make the agenda/mins. process more streamlined and easier to navigate for all users.

Pope arrived at 5:06 P.M.

Mayor expressed, the special work sessions/tours were beneficial and helpful; gave them a better understanding of what outlying dept. are responsible for. Others agreed. Galloway stated, in the future, it would be beneficial for outlying dept. to host open houses for the public. Can we provide annual rpt. about number of streets we fixed the past year and post on our website?

Responsibility as Council Member to arrive to mtgs. on time, well prepared; actively listening and avoiding sidebar conversations. Regularly attending brd. and commission mtgs. that you have agreed to serve on. Rath mentioned a City Council Code of Conduct that may come before you for adoption. Roe stated we all need to be held accountable; we are elected officials; what will a code of conduct really do? Could censure members if not behaving properly. Mtg. etiquette (food, drinks, dress code) were also discussed.

Discussion about moving city council mtgs. to 5:00 P.M.; consensus of all members is to leave start time at 5:30 P.M. We are already missing a vast amt. of the population that work 2nd or 3rd shift; we should be catering to the majority of the public and what time works for them. Mayor suggested if we hold a work session and plan on taking any action, it should be televised. Roe agreed, a lot of things shared during a work session are those things we want people to see/hear; we need public viewership. Consistency - hold mtgs. with 5:30 P.M. start time.

Discussion on mtg. agenda format; change wording "petition" to reflect more consistently as "communications." Where should proclamations fall in the agenda? Do we add a Mayoral Rpt? Time allotment for public to speak is currently set at three mins.; do we want to keep this or change? Agreed to keep three min. time allotment for public speakers; will look into displaying a digital timer so individuals can see how much time they have remaining.

Consideration of thirty day pilot program – holding regular city council mtgs. every Tues. for thirty days. Council members are against this change for several reasons. Perspective, mtgs. will not be shorter if we

do this; it just gives more opportunities to pile more items on each mtg.; more OT hours by Police Dept. and current city employees that are already overtaxed. Roe stated with a seasoned City Council, Jan – March are typically the only time you have consistent wkly mtgs., but we have four new members and a new mayor this year, so as time passes, this council will become seasoned enough that we won't need to hold special mtgs. all the time. Mayor disagrees, we have had numerous items that needed vetted in a public setting to make any progress on. He also thinks having wkly. mtgs. makes council members more accessible to the public. We need to think outside the box; we are here to serve the public. Most of us ran for these elected seats under the premise of holding mtgs. every other wk. and that's also how we presented to our employers. Some may have other commitments on Tues. nights.

Rath inquired if it would be beneficial to have job descriptions for elected officials and the numerous brds. and commissions so you know what the expectations are to serve in each capacity. All agreed it would be beneficial, so Rath will work on this.

Roe stepped out of the meeting at 6:26 P.M.; returned at 6:28 P.M.

Discussion on chain of command for employee complaints; need to follow the formal process to protect each individual and the city. Performance evaluations of the City Admin – request for quarterly instead of just annually. Rath stated part of the wage & benefits comprehensive study will include standardized templates for evaluations that would become a part of our process. Rath also reminded all members that his office is open for any one-on-one mtgs. that they would like to have. Can schedule these so they are on his calendar; weekly, bi-weekly; whatever each member prefers.

Do we want to continue the community banner program? Council agrees it would be best to reach out to local businesses to see if they can provide this same service for us.

Rath will present the final version of the Honorary Street Naming Policy at our upcoming mtg. for adoption.

There being no further discussion, McAntire moved, seconded by Galloway that the mtg. adjourn. All ayes.

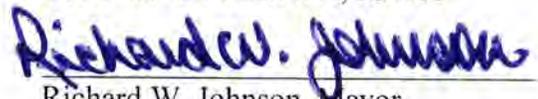
Adjournment was at 6:59 P.M.

ATTEST:



Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

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