

Village of Arcanum Council Work Session
Tuesday, November 15, 2016
6:30 PM

Council members Jerry Boolman, Julie Willis, Vanessa Delk, Bonnie Millard, and Eric Van Hoose answered roll call. Mayor Foureman asked for a motion to excuse Monte Clark. A motion was made by Boolman to excuse Clark. Millard seconded. All present voted yea. Motion passed. Also present were Mayor Judith Foureman and Solicitor Nicole Pohlman.

Mayor Foureman: Mayor Foureman thanked everyone for taking time out of their schedules for a special meeting.

- Mayor Foureman informed council members that all farm ground bids had been received. One bid was \$300/acre for 2017 season and then \$305/acre for 2018 and 2019 seasons, utilizing the one year bid with 2-year additional option. There was a second bid for \$302/acre, and a third bid for \$272/acre. Both of those bids were strictly for one year only and not the additional 2-year option. Mayor Foureman stated that Smith Farms only bid the one year because it was explained to them that the additional two years was just an option. Millard added that the bids were discussed in the last finance meeting, pointing out that the one bid was \$300/acre for the first year and then \$305/acre for the next two years. Mayor Foureman asked Nicole to have legislation prepared for the November 29, 2016 council meeting to award the farm ground lease. Nicole asked that the name and bid information be sent to her. Mayor Foureman said she would send Nicole the bid sheet.
- Village Administrator options – Mayor Foureman stated that it was not necessary to go into executive session to discuss the Village Administrator options – the committee interviewed two applicants – both candidates interviewed well – it was the impression of the committee that one did not seem to want to uproot and move his family – there was question as to whether the other candidate would be satisfied with the salary offered – it was made clear to both candidates that it was not set in stone that the Village would for sure be hiring a full-time administrator, that council would be discussing and making a final decision, and the candidates would be contacted in the next few weeks – Millard asked the Mayor about a resident, Randy Harrison, who contacted the Mayor just after the interviews were done – he expressed interest in the position and Millard wanted to make sure that he is kept in mind – the Mayor said okay
- Van Hoose asked if the Village wants to continue to pursue a full time VA or is the need only part time based on the work required of the position – Mayor Foureman responded by saying she didn't know if any members of council had been approached by residents asking "Why does the Village need a full time VA? Why does the Village want a full time VA? Can the Village afford a full time VA?" but these are some questions she had been asked – Millard stated that she had been asked those questions and so had Clark
- Mayor Foureman expressed that in her time as acting VA, she does not see that a full time VA is needed – she added that one of the things that took up a good amount of Bill's time was his involvement in representing the Village at the CIC in Darke County – she said this would no longer be an issue because the Arcanum CIC voted to have Bill fill a vacancy and represent the Village at the County CIC meetings – a new administrator would not have to do this unless the council wanted them to – Boolman asked why the Village wouldn't want the administrator representing and would have a private citizen representing instead – Millard explained that the Arcanum CIC is made up of all residents of the Village, and Bill would be representing the Arcanum CIC at the County meetings, not the Village specifically
- Willis asked Nicole about the possible implications from Bill having resigned because council stated that the Village Administrator position was now going to be a full time position rather than part time, and now the Village is potentially not going to hire someone for that position full time and it will remain a part time position – Nicole stated that from a legal perspective, this could be a potentially big issue for the Village and open the door for Sinnes to pursue legal action against the Village – Van Hoose asked if the Village has to offer the job back to Sinnes if it is decided that it will remain part time – the Mayor stated that the position would be advertised in the paper as part time and Nicole confirmed – so Van Hoose asked if that meant Sinnes could apply like anyone else and Nicole confirmed that as well
- Boolman stated that he still feels the Village needs a full time VA – he added that it's late in the year and half the work that a VA should do isn't being done (i.e. street work, pool maintenance-pool manager next season, grant writing/grant research, attendance at AMP meetings, etc) – he went on to say that a part time VA runs out of "hours" or time to attend all meetings in town as well as other meetings working part time – he feels it needs to be determined how many hours are actually spent or needed to fulfill those requirements – Boolman used the example of a street repair at the end of North Main and Hollansburg-Sampson Rd – the work that needed to be done wasn't done properly or followed up on – he feels that is in large part because of the type of leadership that comes from your Village Administrator, and the Village did not and does not currently have that – Boolman also added that there will be additional time commitments with the WWTP project over the next 2-2 ½ years, meetings with engineers, EPA, Rural Development, etc.
- Millard said that the Mayor reported in a meeting after returning from the Mayor's Conference that she had spoken with the Mayor of Greenville, and he told her that Curt (our former full time Village Administrator) had told him that the Village Administrator position in Arcanum is not a full time position – Millard's feeling is that if the Village finds the right person for the position, the job can be done part time – with strong department

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- heads in Electric and Water/Wastewater, the VA really only has to closely monitor the Street Department in the morning as far as what needs to be done for the day and follow up to make sure the work is getting done – the VA doesn't actually do the work in the Street Department so if the work isn't getting done, the VA's responsibility would be disciplinary action and follow through
- Willis suggested making the position 30 hours instead of 20 hours – Boolman stated that he feels that is more reasonable than just 20 hours – he does not feel the job can be done in 20 hours
- It was also suggested and made clear that the new VA's office would be the established office across from the utility plant, and Millard pointed out the VA's appointment states that the VA is to have posted hours, which is something that had not been being done. The new VA should have posted hours.
- Nicole asked to put in her two cents – she explained that she and others at their office had done some research of other villages roughly the same size and population as Arcanum, and the result of the research revealed that most of them have full time village administrators – she used communities like Fort Recovery and St. Henry as examples and said to take a look at what those communities look like and what they are getting done with a full time village administrator – Nicole's suggestion to council was to not make a rash decision after one council meeting but rather to go to some of these communities and meet with the administrators and mayors and find out what they do and are doing on a daily basis – this would be a good way to find out things that might work well in Arcanum or be good things to implement
- All the council members felt that regardless of whether they decide to go with full time or part time, the new VA needs to be more pro-active and a go-getter
- All council members were in agreement that a committee and the Mayor needed to go to several of these communities based on Nicole's suggestion – the Mayor felt this could be accomplished before the holidays

Mayor Foureman asked for a motion to go into an Executive Session to discuss Personnel/Fiscal Officer pay options. A motion was made by Boolman to move to executive session. Willis seconded. All present voted yea. Council went into executive session at 7:01 PM.

*******Executive Session*******

A motion was made by Boolman to return from executive session. Willis seconded. Council returned from executive session at 7:47 PM.

Mayor Foureman: Mayor Foureman addressed council and said that she had been meeting with the heads of the Utility and Street Departments together for the last several years, and she feels that this has helped improve communication between the departments as well as helping them all work together better also. Over the past few months, those departments have had discussions wanting to involve council in some of these discussions, and in today's staff meeting, it was asked if council would be willing to start next Tuesday's (11-22) council work session down at the plant so that council could see and have explained some of the things that the departments have been working on to help get everyone on the same page and/or answer any questions that council members may have. Mayor Foureman also had answers to some questions asked by the Finance and Service and Leisure Committees.

- Age of mower in Street Department – 2012 – the bagger is needed because only so much can be mulched and then it has to start being picked up
- Age of mower in Utility Department – 2011
- Mark confirmed that he does have a cutter for certain repair projects on the street, but he needed a miller for the Maple Ln repair – he does not have one of those – Boolman asked why a milling machine is not on the street department's wish list – the Mayor does not know
- Storage in VA garage – 24 foot trailer pulled in and across the back is the ditch bank mower – tank to clean sewer plant is stored in the street garage – there is a pickup truck that sits out all the time – they are constantly moving trucks around based on what work is planned for the day – dump truck has to sit out sometimes due to lack of space – Boolman asked if utility ever parks anything in the street department – the Mayor said no
- Cement has been poured and utility workers want to show council and how it's being used and what it's being used for

Adjournment: A motion was made by Boolman to adjourn. Willis seconded. Meeting ended at 8:00 PM.