

## **BRYAN BOARD OF PUBLIC AFFAIRS**

**SEPTEMBER 20, 2016**

Bryan Board of Public Affairs Chairman Jim Salsbury presided over the meeting with the following members present: Karen Ford, William Pepple, Tom Sprow and Richard Long. Also present were: Mayor Douglas Johnson, City Attorney Rhonda Fisher, Water Superintendent Norm Echler, Human Resource Director Jacqueline Perry, Communications Superintendent Joe Ferrell, Public and Media Relations Manager Lou Pendleton, Bryan City Council member Judy Yahraus, and Clerk-Treasurer Laura Rode.

Ms. Ford moved, Mr. Long seconded, to approve the minutes from the September 6, 2016, Regular Meeting, and the September 8, 2016, Special Meeting as written. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Long moved, Mr. Pepple seconded, to approve the Clerk-Treasurer's report for the month ending August 31, 2016, as presented by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried.

Chairman of the Board Salsbury led a discussion with regard to an annual donation of \$2,000 to the Parks and Recreation Department for street trees.

Mr. Pepple moved, Mr. Sprow seconded, to approve the donation of \$2,000 to Bryan Parks and Recreation Department for street trees as requested. Roll call vote: all ayes; nays, none. Motion carried.

Board Chairman Salsbury reapproached the Board with Resolution No. 26, 2016, which was a request to purchase a 2017 Jeep Cherokee Latitude 4x4 for \$25,380 from Casebere Motor Sales to use as a travel vehicle noting this item was previously tabled. He added that additional information had been provided for the Board's review.

A suggestion was made by Board member Pepple to utilize the Director's Explorer as the travel vehicle for now and hold off until a new Director of Utilities is hired. Further discussion was held regarding other Bryan Municipal Utilities vehicles.

Resolution No. 26, 2016, titled,

**A RESOLUTION AUTHORIZING THE PURCHASE OF A 2017 JEEP CHEROKEE LATITUDE 4X4 FOR BRYAN MUNICIPAL UTILITIES OFFICE USE FROM CASEBERE MOTOR SALES, BRYAN, OHIO AT A COST OF TWENTY FIVE THOUSAND, THREE HUNDRED EIGHTY DOLLARS (\$25,380.00).**

was presented and read by title only.

Mr. Long moved, Ms. Ford seconded, to bring Resolution 26, 2016, off the table. Roll call vote: Long aye; Ford aye; Salsbury aye; Pepple nay; Sprow, aye. Motion carried.

Further discussion was held with regard to lead times for a new vehicle and noting that the new Director of Utilities could have the option of using either the Ford Explorer or the new vehicle upon being hired. It was also added that this item had been budgeted for 2016.

Mr. Long moved, Ms. Ford seconded, to pass Resolution No. 26, 2016. Roll call vote: Long aye; Ford aye; Salsbury aye; Pepple nay; Sprow, aye. Motion carried.

Public and Media Relations Manager Pendleton addressed the Board to recognize the importance of reliable public power within the City of Bryan. She continued that Public Power Week would be observed the week of October 2 – 8, 2016, and that an open house would take place at the solar field on Thursday, October 6, 2016, from 4:00 p.m. to 6:30 p.m. to commemorate the occasion.

Resolution No. 27, 2016, titled,

**A RESOLUTION DESIGNATING THE WEEK OF OCTOBER 2-8 AS ANNUAL PUBLIC POWER WEEK AND RECOGNIZING BRYAN MUNICIPAL UTILITIES FOR ITS CONTRIBUTIONS TO OUR COMMUNITY**

was presented and read by title only.

Mr. Long moved, Ms. Ford seconded, to pass Resolution No. 27, 2016. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Pepple moved, Mr. Sprow seconded, to pay bills. Roll call vote: all ayes; nays, none. Motion carried.

Mayor Johnson advised the Board that the next regular Council meeting would be held at 5:00 p.m. on October 3, 2016, due to Ready, Set, Relax. In addition, he reminded residents of the on-going garbage bag pickup.

Board member Long thanked the superintendents for staying on budget.

Board Chairman Salsbury thanked the employees for keeping things running smoothly.

Mr. Long moved, Mr. Pepple seconded, to take a brief recess. Roll call vote: all ayes; nays, none. Motion carried.

Mr. Pepple moved, Ms. Ford seconded, to return to the meeting from the recess. Roll call vote: all ayes; nays, none. Motion carried.

Ms. Ford moved, Mr. Long seconded, to go into Executive Session to consider the employment, dismissal, discipline, promotion, demotion, and compensation of a public employee at 5:24 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Asked to attend were: City Attorney Fisher, Human Resource Director Perry and City Clerk-Treasurer Rode.

Board members Long and Ford exited the Executive Session at 5:50 p.m.

Board member Long returned to Executive Session at 5:51 p.m.

Board member Ford returned to Executive Session at 5:53 p.m.

Human Resource Director Perry exited the Executive Session at 6:10 p.m.

Human Resource Director Perry returned to Executive Session at 6:13 p.m.

Mr. Pepple moved, Mr. Long seconded, to adjourn Executive Session at 6:27 p.m. Roll call vote: all ayes; nays, none. Motion carried.

Board member Pepple stated his concern that additional candidates should be interviewed for the Director of Utilities position. The other Board members concurred noting that interviews need to commence sooner rather than later. Discussion included having the candidates meet the superintendents and the Mayor, take tours, and then perhaps a dinner. Possible dates were discussed.

Mr. Pepple moved, Ms. Ford seconded, to set tentative Special Meetings on September 27, 2016, September 28, 2016, and/or October 5, 2016, for the purpose of employment and compensation of a public employee. Roll call vote: all ayes; nays, none. Motion carried.

Board member Pepple noted that with the new Director of Utilities position being discussed, the organizational chart has been subject to review to see if any adjustments were necessary prior to the new director being hired. Board members discussed various aspects of the organizational chart with focus narrowing to the Public and Media Relations Manager position noting that previously staff reporting to the Public and Media Relations Manger had reported to the Communications Superintendent.

Concern was expressed by Board members regarding the website and public relations tasks. However, it was also noted that as job descriptions were reviewed, several tasks overlapped with other personnel or were shared.

Board member Pepple added that the question is asked by the public, "Why do we need a Public and Media Relations Manager?" Board member Ford added that years ago the position was necessary with the addition of the communications services and the Auglaize hydro facility.

Board member Sprow inquired as to how Bryan Municipal Utilities publicizes communications services offered as there is competition in those areas. Discussion was held by the Board noting that the Communications Superintendent along with the team of videographers can create advertising and get the word out to the media. In addition, superintendents could help with promotions and photographs are often taken by employees as the quality of digital cameras has made a difference.

Board member Pepple added that the community pays attention to the annual report; however, he doesn't receive comments regarding the newsletter. Chairman Salsbury agreed. It was also noted that a recent mailer alerting the public to Bryan Municipal Utilities cable offerings brought in only a few new subscribers leading the discussion to focus on the value of the social media in advertising.

Board member Long exited the meeting at 6:45 p.m. and returned at 6:47 p.m.

Board member Pepple asked if the position of Public and Media Relations Manager is viable today. Board members noted that duties could be taken on by other Communications staff and that Communications, as a whole, has morphed with the number of cable customers declining while the number of Internet customers has been stable. Board member Pepple noted that the organizational chart should continually be reviewed.

Board member Ford inquired as to whether any other area of the Utility is in need of a staff member. After discussion, it was concurred that other departmental areas seem to be operating efficiently.

Discussion was then held regarding the pros and cons to eliminating the Public and Media Relations Manager position noting that absorbing the job duties of the Public and Media Relations Manager is essential. Board member Long added that costs savings are a factor as well. Board Chairman Salsbury then asked if any other positions needed further review. Several Board members replied that they had reviewed other positions; however, they didn't believe any other positions needed elimination. Board member Long added that the rest of the organization seemed lean. Board member Sprow added his concern that all duties performed by the Public and Media Relations Manager need to be covered.

Mr. Pepple moved, Mr. Long seconded, to eliminate the Public and Media Relations Manager position effective October 31, 2016, with the last date worked as September 20, 2016. Roll call vote: Pepple aye; Long aye; Salsbury aye; Ford aye. Sprow abstained. Motion carried.

Discussion was then held by Board members regarding benefits and healthcare. The Board expressed a desire to continue the benefits and healthcare for the position through October 31, 2016.

Mr. Pepple moved, Ms. Ford seconded, that the last day worked for the Public and Media Relations Manager is September 20, 2016, with compensation and benefits continuing through October 31, 2016. Roll call vote: all ayes; nays, none. Motion carried.

City Attorney Fisher suggested a motion may be in order to complete the reorganization of the organizational chart transferring the Local Programming and Production Lead, Videographer and applicable part-time laborers under the direction of the Communications Superintendent.

Ms. Ford moved, Mr. Long seconded, to move the Local Programming and Production Lead, Videographer and applicable part-time laborers under the direction of the Communications Superintendent in the organizational chart. Roll call vote: all ayes; nays, none. Motion carried.

Discussion was then held regarding how to inform the employee and inquire about keys, items belonging to Bryan Municipal Utilities, etc. Board Chairman Salsbury requested that Human Resource Director Perry make the contact and handle all pertinent tasks.

Mr. Pepple moved, Mr. Long seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried.

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Chairman of the Board

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Clerk-Treasurer