

## **New Carlisle Town Council Work Session Memorandum, May 10, 2016**

The work session was held in the Council Chambers at 6:00 PM.

Present were President Carter, Vice President Vojtko, Council Member Rypma, Council Member Vermillion and Clerk Treasurer Sue Moffitt. Council Member Budreau was absent.

Also in attendance were Jared Huss, Jason Quirk, John Mrozinski, Jill Doll, Tonya McKee, Dave Doll, Kathy Aurenz and Marcy Kauffman.

The work session was held for further discussion on the position of Town Administrator/Public Works Director.

Council Member Vermillion reports that he met with three department supervisors today. One main concern expressed was that the last position was similar and was a nightmare making everyone somewhat wary.

Jason Quirk expressed that he feels whoever is chosen to fill the position needs a good understanding and knowledge of all utilities. He also voiced concern about funding of the position. He also expressed that the job description includes this person acting as purchasing agent and this was also attempted previously but did not work. Utility supervisors know what they want and need and have to have a say in purchasing so he feels that working with utility supervisors regarding purchasing and not acting as purchasing agent would be much better.

Council Member Rypma reports that he sent an email to public safety employees asking for input. The response that he got was that the position adds another middleman between supervisors and the Council and could add confusion to the mix.

Jared stated that it seems that we are looking at two different things but they are not far off and suggested looking at pros and cons of each aspect.

Vice President Vojtko stated that we try to be proactive but seem to be mostly reactive. He feels that someone for strategic planning, long-term infrastructure capital planning for utilities, asset management and reporting to the board are of great importance.

Council Member Vermillion stated that we will see great changes in the next ten years and being on top of planning in the industrial area is extremely important.

A review process for this position, including supervisor upward evaluation, was discussed so that we don't have the same situation as in the past.

Everyone expressed that we need to be aware of and take every opportunity available concerning growth in the TIF area.

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There was much discussion regarding the funding for this position. Sue explained that the funding would need to be based on the duties that are determined when the job description is finalized so that the cost is fairly distributed to the appropriate departments. Some of the discussion regarding responsibilities for the position has been very utility based while it has also been stated that utility knowledge and responsibilities would not be necessary. Once the responsibilities of the position are more clearly defined we can better determine funding.

The work session adjourned at 6:53 PM.

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Ken Carter, Council President

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Attest: Susan I. Moffitt, Clerk-Treasurer