

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Tuesday, February 7, 2023

4:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the February 7, 2023 Administrative Committee meeting to order at 4:00 p.m.

Committee Members Present: Vice Mayor De Rosa, Ms. Kramb, Ms. Alutto

Staff present: Ms. O'Callaghan, Ms. Weisenauer, Ms. Readler, Ms. Babbitt

**Adjournment to Executive Session**

Vice Mayor De Rosa moved to adjourn to executive session for the consideration of the appointment of a public official.

Ms. Alutto seconded the motion.

Vote: Ms. Kramb, yes; Ms. Alutto, yes; Vice Mayor De Rosa, yes.

The meeting reconvened at 5:00 p.m. with all members present.

**Approval of Minutes**

Vice Mayor De Rosa moved to approve the following minutes of the Administrative Committee:

- November 8, 2022

Ms. Alutto seconded the motion.

Vote: Vice Mayor De Rosa, yes; Ms. Alutto, yes; Ms. Kramb, yes.

**Items for Discussion**

Vice Mayor De Rosa moved to amend the agenda in order to hear Boards and Commission Recruitment first.

Ms. Alutto seconded the motion.

Vote: Ms. Alutto, yes; Ms. Kramb, yes; Vice Mayor De Rosa, yes.

**Boards and Commission Recruitment**

Vice Mayor De Rosa stated that the Committee has a list of vacancies as well as a good pool of candidates. They are looking for more; specifically for Veteran's Committee, the Chief's Advisory Committee if there not applicants for that, the Bridge Park NCA and the Personnel Board of Review. There are a good pool of candidates for the remaining vacancies.

Ms. O'Callaghan stated if staff hears of interest from anyone, they would direct them to the website to apply.

Ms. Weisenauer referenced [www.fuelthefuture.dublinohiousa.gov](http://www.fuelthefuture.dublinohiousa.gov), the recruitment website, stating that it has open applications. Staff can take this information and do some targeted outreach including Enews, social media as well as and direct avenues for reaching out like the Outreach and Engagement Department, current Chief's Advisory Committee members, veteran communication groups, etc.

Ms. Kramb stated that when recruiting for Veteran's Committee, it would be great to ask for different branches.

Ms. O'Callaghan stated that staff will also reach out to existing members.

Vice Mayor De Rosa stated that maybe there will be a more detailed communication plan discussion at a future meeting.

Vice Mayor De Rosa stated that there has been discussion regarding the potential of moving term dates. Council has discussed how busy the first quarter is with all terms ending in March and potentially moving that back to the end of May with terms beginning June 1. People currently serving would have to extend their existing term. This would need to be brought to Council.

Ms. Kramb offered support of moving interviews out of March.

Ms. Readler stated that it makes sense given Council's schedule. There would be the need for research and then the Clerk's office could prepare some legislation.

Ms. Alutto moved to recommend to Council moving boards and commission term start dates to June 1.

Ms. Kramb seconded the motion.

Vote: Ms. Alutto, yes; Vice Mayor De Rosa, yes; Ms. Kramb, yes.

Ms. Weisenauer asked when this may begin. Consensus was that the goal would be for it to begin in 2024.

### Annual Retreat

Vice Mayor De Rosa stated that City Council's annual retreat has been moved to April. She asked for potential discussion topics from The Committee.

Ms. Kramb stated that it is good timing to revisit the Bridge Street Vision and see where we are with those assumptions. Traffic was based on phasing and housing and once building began, it ended up being front-loaded with housing.

Ms. Alutto suggested continuing the discussion about land use and acquisition as a potential topic, specifically the sports complex area by Darree Fields. Land use is still really important. She also suggested Economic Development. She would like to talk through how to create stability in that department.

Ms. Kramb stated that land use ties into the housing discussion from last night.

Vice Mayor De Rosa stated the retreat is now two solid days. Travel had been discussed. Staff recently went to Carmel, Indiana and found it useful. Referencing Bridge Park, she added that it might be helpful to see how we are doing compared to some benchmark communities. The

idea was that Council Members could travel on day one and use the second day of the retreat to report back.

Ms. Readler stated that care must be taken to not fit within the definition of a meeting. One option is to convene a meeting immediately after any trip to hold discussion.

Vice Mayor De Rosa stated that in order to meet some of the logistic time requirements, on Monday (February 13) night, the Committee could put forth some ideas and then gather all of Council's ideas for the retreat.

Ms. Kramb stated that at some point we should all go see Carmel since it is referenced frequently. It might be easier to pair up or go on our own and not do it as part of the retreat. It could be done between now and the retreat and could be discussed at the retreat. The Bridge Street question she has will require staff presenting information. She is not sure she would use retreat time for travel.

Ms. Alutto stated that she does not think retreat time should be used for travel. It is nice to go with other people. It takes about 3 hours to get there. Ms. O'Callaghan stated that staff toured 2 days and would have like more time. They found it helpful to be paired up with staff. Ms. Alutto stated that it would be helpful to get time with Carmel staff or Council.

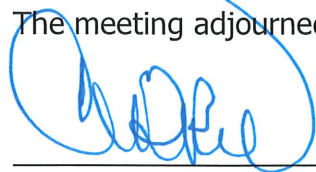
Vice Mayor De Rosa stated that she would put this together in an email to Council  
Franklin, TN is another option. It is a 6-hr drive. Vice Mayor De Rosa stated that maybe there is benefit in going multiple places.

Ms. Kramb suggested visiting one of those two places between now and April and share that at the retreat.

Vice Mayor De Rosa asked if staff had any retreat topics to suggest. Ms. O'Callaghan stated that she would look the schedule for work sessions and propose any staff topics.

Regarding changing term end dates, Ms. Readler stated that CSAC's date is specified in code so more research and action may be required.

The meeting adjourned at 5:25 p.m.



Chair, Administrative Committee



Deputy Clerk of Council