

TO: Council, Village of Mariemont
FROM: Public Works & Services Committee
DATE: October 23, 2023
SUBJECT: Service Department Structure

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The Public Works & Service Committee met on October 17th at 3:00 PM to discuss the Service Department structure with the retirement of John Scherpenberg and Kevin Schmid at the end of the year.

In attendance were the Committee Chairperson Kelly Rankin, Committee Member Randy York, Village Council Member Marcy Lewis, Village Administrator Chuck Barlow, Maintenance Supervisor John Scherpenberg, Maintenance employee Ben James and Mayor Brown.

Discussion was had to determine what classification type of employees is best suited to allow the department to run effectively. There is a need for two individuals to be hired. It was decided that further analysis of one of the roles of the Service Dept is necessary to decide precisely what skills are desirable. Chairperson Rankin and Ben James will investigate the possibility of a maintenance agreement with Honest One in Fairfax. This will be revisited in the week of 10/23.

The Committee recommends launching an immediate search for the job description attached to allow sufficient time for the search process.

Respectfully submitted,

Kelly Rankin
Chairman

Rob Bartlett
Member

Randy York
Member