

Village of Mariemont
Committee of the Whole Meeting
November 6, 2023

Mayor Brown called the meeting to order at 5:34 p.m. Present were Mr. Ayer, Mr. Bartlett, Mrs. Brownknight, Dr. Lewis and Mrs. Rankin. Mayor Brown was also in attendance as well as Mr. Van Stone.

Vice-Mayor York said the purpose of the meeting was to set short/term/long term goals for the rest of 2023 and for 2024. He noted the talent that Council is comprised of. We can still respect each other and not agree, however Council has to be aligned. He does not see Council being aligned to the role of the Part-Time/Full-Time Village Administrator and what that role will consist of. He believes there are resources and monies available to help support the Village and he believes the Village Administrator role should play a be a big part of that. He noted that economic development is important and applauds the work being done.

Dr. Lewis suggested meeting a Committee of the Whole meeting to discuss outside of a regular Council forum what are the priorities What she envisions coming out of a series of meetings is to identify and formulate a list of what Council wants to achieve, list priorities and determine if there are grants to assist the Village. Envision is on track to help the Village with grants. She would find it helpful to have a summary of what grants the Village has applied for and updated status reports.

Mr. Ayer said when you look around the Village the problem is not if we can afford it, but that so much has been neglected for decades. Catching up is hard and it will take time. We are behind when it comes to understanding what is available for municipalities in ways the government can help us. He believes our Part-Time Administrator will not necessarily write the grants for the Village but the role would certainly be capable of tracking and looking for grant opportunities and funding opportunities. It would be part of the job description and job evaluation. His understanding from a previous meeting was Council decided to reappoint our Part-Time Administrator for 2024.

Mayor Brown said the Village should separate the ‘needs grants’, such as infrastructure and the ‘wants grants’, such as Dogwood Park etc. We need to determine what is the proper role we want the Village Administrator to work on. Mr. York said he has found working on the ‘wants grants’ rewarding and more importantly, it has led to other funding opportunities such as SORTA, Green Umbrella etc.

Mr. Bartlett said he would love to see specifics. We have revenue options, such as grants and business development. Individual activities should also be identified, such as specific grants and identifying next steps. It is unusual for municipalities to have Council members doing this much of the lifting.

Mr. Van Stone said the Administrator role should have a separate list of what infrastructure the Village needs to prioritize and a follow-up list of when equipment needs to be replaced. Mr. Bartlett said a five-year list is currently being prepared. A list of priorities should be developed based on needs and wants. The list should not be so long that it is unobtainable.

Mrs. Brownknight said receiving grants also requires enormous tracking, accountability and reporting. She said the Village has failed to get to the level of commitment for revenue and budget management. She feels it requires a full-time professional to take up and pursue building economic development plans. Her understanding was this meeting was to determine if the Administrator should be in a part-time or full-time position as part of the job description process.

Mayor Brown said his understanding from Executive Session that a job description needs to be prepared by the end of the year. He and Mr. Ayer have begun to put it together. He further understood that Mr. Barlow would be reappointed, pending the job description, going forward into 2024. Mr. Bartlett and Mrs. Rankin said they were under the impression that the meeting tonight would be to help identify the role and provide guidelines

for the priorities to tackle. Mayor Brown said what is discussed tonight will be incorporated in to the list of priorities.

Mrs. Brownknight presented what she felt some of the essential priorities of the position should include:

1. Revenue generation through grants etc.
2. Track and report on grants and revenue sources as required
3. Create and manage 20-year Capital Improvement Plan
4. Business development, meet with development KPIs
5. Budget management and meet key budget parameters
6. Supervises Department Heads (except Police & Fire)
7. Represent the Village of Mariemont in public settings and meetings
8. Oversee the delivery of any officially approved plans (economic or strategic)
9. Further a culture of diversity, equity, inclusion and accessibility within the Village
10. Report on established annual KPIs (Key Performance Indicators)
11. Ensure operations are able to respond to Village residents' needs and adhere to the current budget
12. Ensure compliance

She also noted that education/skills and experience should include a bachelor's degree and experience with DEIA (Diversity, Equity, Inclusion and Accessibility). The individual needs to understand how to have a conversation with a resident without offending and does not mis-identify.

Mr. York sent to Council the Village Administrator projects and priorities list that was put together a year ago. He does not believe this has changed. In addition, this individual should develop relationships with relevant people. He struggles with voting for a Part-Time Village Administrator, who has been on the job for ten months, without a job description and no KPI.

Mrs. Rankin said having a priority list will give guidance. When expectations are known, the better the performance.

Mrs. Brownknight said she does not believe it is fair to do something retroactive, but she is unclear how KPIs will be measured. She believes it should consist of 6-8 measurables with 2 being cultural KPIs and other the other budget/revenue KPIs that translate year to year.

Mayor Brown said as long as the job description is reasonable, obtainable and something a part-time administrator can perform and measurables are in association therein, he does not foresee a problem.

In conclusion, Mayor Brown and Mr. Ayer will work on the job description, with the goal of having it completed by the November 27, 2023, Council meeting. Once Council reviews the five-year plan, further discussion can ensue regarding needs vs. wants.

The meeting was adjourned at 6:53 p.m.

William A. Brown, Mayor

Kelly I. Rankin, Interim Fiscal Officer