

New Carlisle Town Council Work Session Memorandum, April 21, 2016

The work session was held in the Council Chambers at 5:00 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, Tonya McKee, Jill Doll, John Gelow, Kathy Aurenz, Marcy Kauffman and Bill Sutton.

The Council reviewed the current job descriptions for Public Works Director and Town Manager.

Combining the two position descriptions into one position to be titled Town Administrator was suggested. Various changes were also discussed.

Suggested responsibilities included:

- General Oversight
- Direct reporting to the council
- Preparation of town administrator reports
- Responsibility for actioning of council requests
- Policy review and writing
- Assisting with prospective employee search and hiring process; establish procedures for hiring process
- No hiring, evaluation of supervisors, promoting /possibly
- Coordinates projects among supervisors of each department
- Planning and facilitating multi-utility projects
- Develop and implement an asset management plan for the town and utilities
- Assists all departments in developing and implementing a maintenance/preventative maintenance schedule for buildings and equipment
- Review and implement safety programs
- Develop and oversee active projects that include infrastructure initiatives
- Develop vendor relationships, work with engineers/contractors
- Acts as ERC
- Long-range utility planning
- Works with economic development/county to ensure the most responsible growth that is beneficial to the town in the industrial area
- Acts as liaison for the town by maintaining sound public relations posture between the town and its citizens, the press and federal, state and local governmental agencies.
- Submits items for preparation of agenda for council meetings
- Updating of long-range sidewalk plans

There was much discussion on the level of responsibility and authority the position would hold and whether or not they would have direct oversight of supervisors including hiring and evaluations.

A work session will be scheduled for May 10th following the general meeting for further discussion and to gather input from supervisors. Council Member Rypma will email department heads to inform them of the meeting and request that they attend.

Sue will use the current town manager job description and make additions/deletions as discussed this evening.

The work session was adjourned at 6:18 P.M.

Ken Carter, Council President

Attest: Susan I. Moffitt, Clerk-Treasurer