

**COUNCIL WORK SESSION  
CITY OF WATERTOWN  
July 11, 2011  
7:00 P.M.**

**MAYOR JEFFREY E. GRAHAM PRESIDING**

**PRESENT:**           **COUNCIL MEMBER ROXANNE M. BURNS  
COUNCIL MEMBER JOSEPH M. BUTLER JR.  
COUNCIL MEMBER TERESA R. MACALUSO  
COUNCIL MEMBER JEFFREY M. SMITH  
MAYOR GRAHAM**

**ALSO PRESENT:**   **MARY M. CORRIVEAU, CITY MANAGER  
CITY ATTORNEY ROBERT J. SLYE**

**City Staff present:** Gene Hayes, Jayme St. Croix, Elliot Nelson, Jim Mills, John VanBrocklin, and Pat Keenan

Mayor Graham opened the work session.

**Executive Session**

**MOTION WAS MADE BY COUNCIL MEMBER BUTLER TO MOVE INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF A PARTICULAR INDIVIDUAL. MOTION WAS SECONDED BY COUNCIL MEMBER MACALUSO AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.**

Council moved into Executive Session at 7:02 p.m.  
Council reconvened at 7:14 p.m.

Council agreed to hold a special meeting on Wednesday, July 13<sup>th</sup> at 5:30 p.m. to announce the City Clerk appointment.

**Parks and Recreation**

Mrs. Corriveau and Mr. Mills reviewed the progress on the implementation of fiscal procedures being put in place and the collection review, referring to the June 1<sup>st</sup> memo. The City Comptroller's Office is still working with the department heads in regards to the written polices and procedures. Once all the procedures are formalized, training will take place. It was explained to Council that review of the contracts for the use of the arena and ball fields is still in the works. Council was advised that an "after action" meeting was held regarding the Tragically Hip concert.

Mrs. Corriveau advised that as of now, the contracts have no c-signer. However, that is currently under review. She also explained that since March, staff has been looking at the charges in the

City Code. Once complete, a full list will be brought to Council, specifically as it relates to Park & Rec.

Mr. Mills advised that payments for use of the arena are now to be remitted to the City Comptroller. However, there is a need to work on a form for the condition of the facilities.

Council Member Smith remarked that, obviously, if an event is held on the field, it would change the condition of the field. He asked if the City was going to look at language to make them return it to the original condition.

Mr. Mills stated that this was mainly in terms of the facilities and general pickup.

Council Member Butler asked who is responsible for the pick up and what is the procedure now in place.

Mrs. Corriveau stated that the person who contracts with the City is responsible.

Mr. St. Croix explained that at the Wizard's field, the concessionaire is responsible. At the arena, we cleanup ourselves.

Council Member Burns asked who was responsible when there was a concert at the ball field.

Mr. St. Croix advised that the current contract states if the concession is open for the event, the concessionaire is responsible.

Council Member Burns remarked that it was her understanding that City crews were there cleaning up after the Tragically Hip concert.

Mr. St. Croix advised that they were picking up the debris outside of the fence, not on the field.

Mayor Graham asked if there was a possibility of putting a dollar value on all the services that the City provides on any given night for one of these events. He stated that it would be reasonable to expect a bill for actual costs.

Mrs. Corriveau advised that this is not in the City Code. However, tracking the costs can be done.

Mayor Graham asked if it was possible under the system to track what the City crews do. He stated that he is not suggesting that a change in charges be made now.

Mrs. Corriveau stated that if Council tells staff which concert they want information on, they will prepare it.

Council Member Smith remarked that if we are looking at the costs, we should also look at the money that is spent in the community as a result of having these events here. He stated that some of these organizations provide for a greater good to the community.

Mayor Graham responded that the City does appropriate monies to these organizations. However, we have an obligation to understand the real costs of these events – both big and small. He stated that he feels it is reasonable to seek out the baseline of information.

Council Member Smith questioned if the figures weren't already in the budget.

Mr. Hayes explained that the line items are direct costs of employing that particular group of individuals for the portion of the year that the account code runs. Overtime is more historical. However, at the time the budget is prepared, we don't know how many events that will be held.

Mayor Graham commented that there are costs incurred for an event at the arena in excess of the \$500 that they pay to rent it.

Mrs. Corriveau advised that there are fixed costs associated with having employees work and variable costs because the events happen. If they are working to set up the event, they are not mowing lawns, etc. The fixed costs for the Tragically Hip concern was \$19,500, not including police or fire.

Council Member Smith asked for a report on this.

Mayor Graham remarked that a \$400,000 event doesn't really have a \$500 venue cost, but an actual \$20,000 cost.

Mr. Hayes responded that the size of the event dictates how much money is invested in it.

Council Member Smith remarked that we have to look at the bigger picture. It was a great event and was run great. People were not going to a bible study or to a conclave to elect a pope; they were going to a concert. He stated that DPAO provides services on multiple levels and they utilize funding that ultimately saves the taxpayers money. They provide jobs and resources for the community. He stated that if the City is subsidizing the concerts, the City is getting more than they are subsidizing. He also remarked that if we aren't careful, we can price hockey and figure skating right out of the City as well. He stated that he doesn't agree with that prospective.

Council Member Burns commented that Council is getting off track with what this work session was supposed to address. She commented that Mr. Rich would like to address the Council.

Mr. Rich explained that the type of show that is brought in is what really causes the problem. This one was the first show of its type that DPAO had ever done here. He stated that at some events 6,000 people can cause a lot more problems than 10,000. He stated that they followed the Code for portajohns and he felt terrible that the people didn't have enough bathroom facilities. He thanked Council Member Smith for his comments. He stated that beer is not the issue with him. He stated that for many years they never got one penny for beer sales. He remarked that years ago, meals and rooms were donated. However, that doesn't happen any more. He stated that when he saw Paul Simmons bringing in \$40,000 in beer sales and DPAO didn't get any of the profits, he didn't feel good about that.

Mayor Graham commented that one of the things that they had wanted to get into was the structure of the department. He referred to a letter he had received from Dennis Honeywell who offered his views on it. Mr. Honeywell oversaw the recreational center in Clayton for many years. (Letter not on file in the Office of the City Clerk). Mayor Graham asked why Parks & Rec was put under DPW in 1993.

Mrs. Corriveau stated that the City was broke and they were trying to put together a budget that was balanced. It was just one of a number of changes at the time. It was driven by dollars and also by a lot of construction work that needed to be done down there and needed the expertise by DPW for field work.

Mayor Graham commented that there has been a lingering debate over these years and increasing talks in recent times.

Mrs. Corriveau advised that the Fox-Lawson study indicated that the title of Mr. St. Croix's current position should be Parks & Rec Program Manager and would be a tested position.

Council Member Smith asked Mr. St. Croix when he was retiring.

Mr. St. Croix responded that August 16<sup>th</sup> would be his last day of work. He had asked to be off on vacation next week.

Council Member Smith asked who would oversee after Mr. St. Croix leaves.

Mr. Hayes advised that he was still in discussions with the City Manager and staff. He stated that he is looking for basic hands on experience and then, later, managerial skills.

Council Member Smith asked if this was being advertised for.

Mrs. Corriveau remarked that she was not sure what she was to advertise for and it would be presumptuous of her before Council made a decision.

Council Member Smith asked about someone stepping in and making sure that the programs are filled.

Mrs. Corriveau remarked that she found out about Mr. St. Croix's vacation last week.

Council Member Burns asked if there was a policy about department heads putting in for vacation.

Mrs. Corriveau stated that there was not.

Council Member Burns asked what Mrs. Corriveau was looking at for this position, prior to the rumblings from Council.

Mrs. Corriveau advised that she was looking at a Parks and Rec Program Manager. She stated that at one point, the Superintendent of Parks & Rec was a department head. The title stayed the same, but it was no longer a department head with the 1993 change. The Fox-Lawson title came back as Parks and Rec Program Manager. She explained that Mr. Van Brocklin used to report to Mr. St. Croix. As of 1993, he reports to Mr. Hayes.

Council Member Burns asked if the duties for the new title would be concurrent with Mr. St. Croix's duties.

Mrs. Corriveau advised that they would be what Mr. St. Croix filled out for the study.

Mayor Graham remarked that he understood the program manager. He stated that there needs to be a superintendent in charge of the facility, given the changes that have occurred over the years. He stated that it needs to be an independent department away from public works. He stated that the program manager would work for the superintendent who would report to the City Manager.

Council Member Smith stated that it should be its own department and we need to make sure that it is appropriately staffed.

Council Member Macaluso remarked that she would have to have a better understanding of what goes on down there before she would start dictating how it should be run.

Council Member Butler stated that he agreed with Council Member Smith. There should be a superintendent or director and a clerk of some type as well as a program manager for promoting the fairgrounds. He stated that the fairgrounds is one of the best resources we have in the City and if we are in the business of promoting concerts, we have to realize that there will be in-kind services. He stated we need to create a friendly environment. He also remarked that there should be an exit interview with Mr. St. Croix because he knows what goes on in his department.

Council Member Burns agreed with Council Member Butler in regards to the exit interview due to the fact that Mr. St. Croix has been in the position for all these years. She remarked that Parks and Rec has morphed over the years and the whole concept has changed. The fairgrounds have improved and she wants to see that continue. She stated that the City needs a people person with retail and business experience down there for the future. In addition, support staff needs to be there.

Mayor Graham commented that we need to have someone there who could recommend appropriate fee schedules. He stated that now, every problem comes up to the 3<sup>rd</sup> floor and you can't have situations where the City Manager is in the middle. He stated that we have to set broad guidelines. He stated that he agreed with Council Member Butler about the superintendent/director position. He also stated that we have to come up with a board management plan for the facility.

Council Member Butler stated that a hierarchy structure should be in place.

Mr. Hayes stated that it did exist at one time. However, in 2003, Council members wanted to get rid of assistants and as a result, you are now looking at an economic decision that's has come back to haunt us. He stated that Council is correct in that it is different now than it was in 1993 or 2003. We are trying to put big shows in little box. The facilities have to be upgraded. He stated that he had asked Civil Service to change Mr. St. Croix to a director and Civil Service refused. He stated that Mr. St. Croix is much better at dealing with groups than he is.

Mr. Hayes passed out charts to Council outlining the hours of work for the DPW crews and the various account codes that they appear in.

Council Member Burns thanked Mr. Hayes for the charts. She stated that she did want to say that we need to get away from DPW workers being considered part time for this and part time for that. She stated that she truly believes that the DPW title should be used for maintenance, mowing, etc. of City facilities and should come under Mr. Hayes.

Mrs. Corriveau advised that this is not how it works. People maintain City Hall and the library. They don't come under DPW. The fire department maintains their own facilities and the police department is maintained by the County. Water and Sewer maintain their own facilities.

Council Member Burns stated that she applauds them and it is as testament to City employees. She remarked that she should have clarified it as fairgrounds, park and pocket parks.

Mr. VanBrocklin and Mr. Hayes explained how the different crews do different jobs in different areas such as the difference between the parks and the playground crews. Mr. Hayes advised that people work in their area of expertise.

Mayor Graham asked what needs to be done to get this plan of action done.

Mr. Hayes stated that they would have to establish a promotional chain and have to establish a working crew chief.

Council Member Butler asked if interviews were being done.

Mrs. Corriveau stated no.

Council Member Butler stated let's get on that.

Council Member Smith asked about the mowing.

Mr. VanBrocklin explained that there are four workers in the arena in the winter that do finesse work on the fields other times of the year.

Mr. Hayes stated that there is a requirement for Parks and Rec crews to get a CDL.

Mayor Graham advised that the purpose of this meeting was to come up with an action plan and restructuring and costs involved in that. He stated that if we are going to run it in a more

involved manner, there has to be new revenue streams. He asked if Council wanted to move ahead in authorizing the structure and leave it to the wisdom of City staff to staff it.

Council Member Butler stated that we need a new director of parks and rec.

Council Member Smith asked who would fill the spot next week.

Mr. St. Croix remarked that he put in for vacation two weeks ago. He advised that over the years he lost vacation and sick time because he always took vacation around the schedule of the parks and rec. And now, there is no break in the seasons.

Mrs. Corriveau advised that the Superintendent of Parks and Rec would be a non-competitive position and can be hired without a test.

Council Member Burns stated that she is not here to micromanage who mows lawns. She stated that Council wants to hire someone who will replace Mr. St. Croix with a new focus and who is willing to step in to the position as an event planner. She stated that she would hope Mrs. Corriveau would take into consideration Council's comments and direction that Council want to see this go in.

Mayor Graham stated that he is comfortable with that.

Council Member Butler asked Mr. St. Croix if Council was off-base here.

Mr. St. Croix responded that it has grown over the years and can stand on its own. He stated that there have only been two down there in the office and it has been hard.

Council concurred with the action plan proposal.

Mrs. Corriveau stated that there will have to be some budget adjustments made.

Mayor Graham directed his questions to Attorney Slye concerning meeting at the end of the summer over the alcohol issue.

Attorney Slye responded that we should find someone who knows the nuances of the alcohol licensing. Then it should be put out for an RFP or bid. That individual would be responsible for dealing with all the entities sponsoring events at the fairgrounds. That way, the City wouldn't have to worry about it.

Mayor Graham remarked that we need to have an overall policy. He stated that if drinking is central to the event, he does have a problem with it.

Council Member Smith commented that he is not an expert in the field and questioned if right now the fair board is the licensee.

Mrs. Corriveau stated that they are for some of the events.

Council Member Smith asked Mayor Graham about the event when he was the licensee.

Mayor Graham stated that he had a catering permit and a state license. He advised that the state permit allows for four events per year for organizations such as fire departments trying to do a fund raiser. However, we have dozens of events and we need to find a way to deal with them. It should be bid and they have to have a state license. He stated that otherwise, we are careening down an ill advised path that has evolved over time.

The work session ended at 8:55 p.m.

*Donna M. Dutton*

City Clerk