

July 20, 2021

The Gallipolis City Commission met in special session on Tuesday, July 20, 2021, at 6:00 p.m., at the Gallipolis Municipal Building, 333 Third Avenue, having complied with Section 9 of the City Charter.

Commission Vice President Michael Fulks called the meeting to order.

Upon roll call, the following members were present:

Michael C. Fulks, Vice President (in person)
Michael W. Brown, Member (in person)
Albert "Tony" Gallagher, Member (in person)

Others attending were:

Ronnie Lynch, Acting City Manager (in person)
Brynn S. Noe, City Solicitor (in person)
Annette M. Landers, City Auditor (in person)
Kayla Hawthorne, Gallipolis Daily Tribune (remote access)
Bradie Lewis (in person) Randy Breech (in person)
Lester Plymale (in person) Dottie Chestnut (in person)
Molly Plymale (in person) Marvin Ours (remote access)
Shelly Clonch (in person) William Thomas (in person)
Whitney Vilfer (remote access) William Jenkins (in person)
Jeff Boyer (remote access)

Commission received the minutes of July 6, 2021 prior to this meeting. Mr. Gallagher made a motion to accept the July 6 minutes, seconded by Mr. Brown. Ms. Landers informed Commissioners that the person remotely accessed as "J" at the meeting has been identified as James Johnson. Upon voice vote on the motion, all votes were yes.

Mr. Lester Plymale was recognized for *Privilege of Floor*. Mr. Plymale asked if there was an ordinance regulating high grass and weeds. He said that he has complained without result to our Code Enforcement Officer of high grass and weeds on property owned by the Gallipolis Boat Club. Mrs. Plymale added that there are other non-compliant properties in town. Ms. Noe responded that she will talk with the Code Enforcement Officer regarding their complaint.

Mr. Lynch reported that the server in this building has reached the end of its useful life and is at risk of failure. This server handles all of the administrative CMI software programs (tax, utility, payroll, and finance). Loss of access to these programs would be catastrophic to our ability to serve the public and our employees. The plan had been to use the ARP money to install a server that the Municipal Court gave us, but Ms. Landers and Mr. Lynch are both recommending that we delay no longer. Ms. Landers stated that the total cost will be almost \$15,000. She presented quotes from CMI (\$6,640) and Allcom (\$7,893.81) for their portions of the work required. We could temporarily charge the cost against the insurance lines in the General, Water, and Sewer Funds, expense adjusting them to the ARP Fund when the money comes in. General Fund would pay 50%, with Water and Sewer splitting the remaining 50% by 65% Water and 35% Sewer, which is their normal allocation rate based upon number of customers. She asked permission to sign the quotes. Mr. Gallagher made a motion to have Ms. Landers sign the quotes and temporarily encumber the money for the server from the insurance lines until the APR money comes in, seconded by Mr. Brown. Upon voice vote on the motion, all votes were yes.

Other items presented by Mr. Lynch included:

- Commissioners were asked to read an e-mail from a lady wishing to be involved with any Juneteenth celebration that might be planned.

- Six or seven workers are interested in continuing on the Shared Work Program until September 30th. They understand that the federal money may not be available and that they will have to stay with the program if they sign up. They will still receive the state money, but they are mostly just interested in the additional time off. Supervisors have been consulted about needed coverage and Ms. Clonch is willing to continue administering the reports. Given that there are no objections, Commissioners favored continuing the program for these employees.
- We are losing around 100,000 gallons from the reservoir each day. Normally, the level is restored overnight, but we are just holding our own. From what the Water Treatment Plant can determine, this seems to be due to many small leaks, not one large one because no one has complained of low water pressure. This is a problem that needs to be addressed, but likely will not have a quick solution.
- Work crews are continuing to handle potholes, mowing, and painting.

The City Auditor presented the following invoices over \$3,000 for approval of payment:

- \$4,199.98 from BWC for monthly premium. Inv: 6/25/21. PO: 7/1/21.
- \$4,812.96 from AEP for July street lights. Inv: 6/29/21. PO: 7/1/21.
- \$5,491 from Lexipol for annual law enforcement policy manual. Inv: 7/1/21. PO: 7/15/21.

Mr. Brown made a motion to approve payment, seconded by Mr. Gallagher. Upon voice vote on the motion, all votes were yes.

Ms. Landers went over some of the items needed for the search for a new City Manager and City Auditor. Commissioners were encouraged to make any recommended changes to the City Manager Position Description. Mr. Fulks said that he thought that preference should be given to hiring a resident of the City or encourage the person to move to the City. Mr. Jenkins said that he agreed. In discussion, it was agreed that this could not be a requirement. Ms. Landers said that she had been asked to look into what salary the City might offer for these positions. To arrive at a number, she looked at what those working under the City Manager received last year, listing amounts from \$52,000 to nearly \$59,000. Mr. Lozier made only \$53,100 (\$25/hr.). She suggested offering at least \$27/hr. or \$56,160. The City Manager position is split among many funds, not just General Fund. For the City Auditor position, one applicant received \$44,401.32 and the other received \$40,845.62 in 2021. Her own current salary (\$25.3769/hr.), if annualized, would be \$52,783.95, but she has been working reduced hours for the last few years. Ms. Landers suggested offering at least \$22.50/hr. or \$46,800/yr. for the position to allow room for advancement in the position.

ARP funding should be coming sometime in August.

Mr. Fulks asked if we could get the pay ordinance together soon. Ms. Landers answered that she is hoping that we can get the City Manager and City Auditor salaries tacked down for inclusion before it is submitted. Mr. Lynch noted that the Hoops Project went well this year.

There was presented and read to the Commission for a second reading an Ordinance No. O2021-20 entitled **AN ORDINANCE REPEALING ORDINANCE NO. 91-1, AS AMENDED BY ORDINANCE NO. 94-23, AS AMENDED BY ORDINANCE NO. 97-119, AS AMENDED BY ORDINANCE NO. 98-116, AND ESTABLISHING PAID HOLIDAYS FOR APPOINTED OFFICIALS AND MUNICIPAL EMPLOYEES.** Mr. Gallagher made a motion to adopt this ordinance on second reading, seconded by Mr. Brown. Upon roll call to adopt this ordinance on second reading, all votes were yes.

There was presented and read to the Commission for a second reading an Ordinance No. O2021-21 entitled **AN ORDINANCE AUTHORIZING VIRTUAL MEETINGS AND ATTENDANCE.** Mr.

Brown made a motion to adopt this ordinance on second reading, seconded by Mr. Gallagher. At Mr. Gallagher's request for further explanation, Ms. Noe explained that charter municipalities can enact such an ordinance which would allow Commissioners to attend meetings remotely. Upon roll call to adopt this ordinance on second reading, all votes were yes.

There was presented and read to the Commission for a first reading an Ordinance No. O2021-23 entitled **AN ORDINANCE AMENDING ORDINANCE NO. O2021-04, AS AMENDED BY ORDINANCE NO. O2021-07, AS AMENDED BY ORDINANCE NO. O2021-11, AS AMENDED BY ORDINANCE NO. O2021-16, SETTING APPROPRIATIONS FOR CURRENT EXPENSES OF THE CITY OF GALLIPOLIS, OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.** Mr. Brown made a motion to place this ordinance on first reading, seconded by Mr. Gallagher. Upon roll call to place this ordinance on first reading, all votes were yes.

There was presented and read to the Commission for a first reading an Ordinance No. O2021-24 entitled **AN ORDINANCE AMENDING ORDINANCE NO. O2021-05, AS AMENDED BY ORDINANCE NO. O2021-12, AUTHORIZING THE CITY AUDITOR TO TRANSFER OR ADVANCE FUNDS.** Mr. Gallagher made a motion to place this ordinance on first reading, seconded by Mr. Brown. Upon roll call to place this ordinance on first reading, all votes were yes.

There being no further business to come before the Commission, the meeting was adjourned.



Clerk, City Commission



President, City Commission