

February 21, 2023

The Gallipolis City Commission met in special session on Tuesday, February 21, 2023, at 5:00 p.m., at the Gallipolis Municipal Building, 333 Third Avenue, having complied with Section 9 of the City Charter and Section 121.03 of the City Codified Ordinances.

The Pledge of Allegiance was recited followed by a moment of silence in memory of Mr. Hugh Graham who previously served as a City Commissioner from 1988-1991.

Commission President Tony Gallagher called the meeting to order.

Upon roll call, the following members were present:

Albert "Tony" Gallagher, President
William "Bill" Thomas, Vice-President
R. William "Bill" Jenkins, Member

Others attending were:

Dow W Saunders, City Manager
Shelly L. Clonch, City Auditor
Brynn S. Noe, City Solicitor
Chad Vaughn, River Cities News (zoom)
Jeff Boyer Ronnie Lynch Joy Elliott
Keith Elliott Marvin Ours (zoom) Whitney Vilfer (zoom)
Lori Reynolds (zoom)

The commission received the minutes of February 7, 2023, prior to this meeting. Dr. Thomas made a motion to accept the February 7th minutes, seconded by Mr. Jenkins. Upon voice vote on the motion, all votes were yes.

The 2023 budget public hearing was opened. The City Auditor explained that budget sessions were held with each department supervisor followed up by work sessions with the commission. The General fund had a carryover into 2023 in the amount of \$502,720.53, which is more than we were expecting. This was due to more than anticipated income taxes collected and also keeping a close watch on expenses. We are going into the 2023 budget with the same mindset as last year, as it looks like we will be dipping into half of the carryover this year when comparing anticipated revenues versus expenses. To be comfortable in the General fund we would need a levy passed and without it, we just have to take it year by year. The total appropriations for all funds in the proposed budget are \$10,833,151.35. The only major project in the budget this year is the Oakwood Drive Landslide Repair which is funded through OPWC and EMA funds with the City's contribution to be no more than \$17,500. The Water Plant will have large capital expense items for the repair/upgrade of equipment totaling close to \$350,000.

The City Manager said that we are doing the same as last year in running a very tight budget. We have minimized expenses and the purchase of capital items. The City is working on a grant with Ohio BWC that will cover the majority of the cost of a leaf machine. We are trying to get creative as we can to meet department needs. The Fire Chief has been applying for grants to offset expenses for equipment. We have all departments watching their expenses and he is keeping an eye on what is being spent on blanket purchase orders. He commended the department heads for working with him on reducing costs and being respectful of our situation. Mr. Gallagher asked if we are going to have to spend a lot of money on the pool this year. Mr. Saunders replied that we are currently purchasing a pump and sand filter out of grant funds and we anticipate a transfer from the general fund to the pool in the amount of \$30,000, which is what it has been running.

Charts were given to the commission showing percentages of expenditures from the General fund. Mr. Jenkins stated he would like to see the payroll and retirement broken down separately and also the "other" category broken down more per department. The Auditor stated that she can update the chart to break it down further. Mr. Jenkins said the hospitalization is a tremendous figure and he would like to see that broken down by the hour on employee wages. Dr. Thomas said he noticed the family plan approaches some employees' salaries. Mr. Jenkins said that they need to review all of these things mid-year to discuss any kind of pay increase.

The City Manager reported on the following:

- We received the bid specs for Oakwood Drive and the notice to bid will be advertised in the newspaper today and next Tuesday, with bids being opened on March 14th at 10:00 a.m. Columbia Gas will be relocating the gas line in the slip area this week.
- We are proceeding with the application for water line funding with the assistance of IBI and will be submitting it to Kurtis Strickland with RCAP who helps facilitate the applications for communities within the Ohio Valley Regional Development Commission. Mr. Woodall, Mr. Westfall, and the Water Plant have assisted in gathering information on line locations, boil advisories, and letters of support.
- He passed out additional quotes for water meter replacement and he and Ms. Noe will work on getting a letter out to ABM.
- The Gallia Metropolitan Housing Authority board has requested the appointment of James Orme, who is a resident of the housing authority, to fill the vacant position previously held by Judy Pugh and he will need a motion for the appointment. Mr. Jenkins asked that if Mr. Orme lives in the housing authority, are we were going to appoint a non-resident of the City to represent us because he does not agree with that. Mr. Saunders said the board asked the City to appoint him, but he will check with them first to see if the City has to appoint a resident of the housing authority.
- He passed out a sample request for qualifications for professional consulting services. He recommends that we advertise for a statement of qualifications for general professional consulting services, not just for water lines but for all general areas that we need assistance on. All of the commissioners agreed for him to proceed with advertising.
- On the Ohio river spill at East Liverpool, we continue to monitor online Ohio EPA results and are collecting samples of our groundwater wells with two negative results. The Ohio EPA posted Gallipolis as under 1.00, which is undetectable, and tested 1.01 on Friday when the plume went through which is still extremely minimal when you compare it to 560.00 being any kind of health concern.
- The City previously submitted in September 2021 an application for state funding of water and sewer projects. We applied for 500 water meters, sanitary sewer separation on Belmont, and a lift station in the Burger and Cruzet area. This request for funding was not approved. The state now has additional funds and is not requiring new applications but will review previous applications. He did get Ohio House Speaker Stephens office to send a letter of support.
- Several years ago, the City participated in a transitional work grant through Ohio BWC. The City is currently eligible for a \$5,200 grant. Mr. Tim Betz was here last week to discuss coming in and looking at our job descriptions and shadowing employees' daily activities to write up a safety assessment for various positions. This would help with safety out in the field and also bring employees back to work if there would be an injury.
- GIS mapping on our water mains will resume next week starting on State Route 160 and that should finish up the project.
- He has had a couple of inquiries about surplus property the City owns on Cedar Street between 3rd and 4th Avenue and asked if we would have to bid this out if we want to sell it. Ms. Noe will check into it but is sure that we will have to bid out.

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

- \$28,094.14 from Rumpke for January refuse pickup. Inv: 1/19/22. PO: 2/1/23.
- \$8,918.00 from Allcom for email hosting/renewal. Inv: 2/4/22. PO: 2/13/23.
- \$4,423.26 from AEP for electric for street lights. Inv: 1/31/22. PO: 2/1/23.

Mr. Jenkins made a motion to approve the payments, seconded by Dr. Thomas. Upon voice vote on the motion, all votes were yes.

Mr. Jenkins inquired about the Water, Water Replacement and Improvement, and Water Reserve funds and asked which one of these funds will repairs at the Water Plant come from. Ms. Clonch answered that they will come out of the Water fund and the Water fund is also the funding source for the Water Replacement and Improvement funds. He also inquired about the \$112,000 in Unclaimed Funds with the Auditor responding that this is for non-cashed City checks and also a majority of the funds coming from Municipal Court for unclaimed bonds. We hold these funds for 5 years and if still unclaimed they can be rolled over into our General fund.

The City Solicitor received information and drafted a resolution for the next meeting for another national opioid settlement. We have already begun receiving the first group settlement and this is another group of settlements that are coming in such as CVS, Walmart, etc. She also has the ABM letter drafted and will sit down with the City Manager to review it and get sent out.

Mr. Jenkins mentioned that when he left the position as City Manager, we were going to annex Spruce Street Extension with all property owners in agreement. The City put sewer there but never completed the annexation process. It seems to him like an easy place to start with annexation into the City. Mr. Saunders said he also needed to see if part of Farm Road was annexed because the Township has reached out to him because they are getting ready to pave their portion of the road.

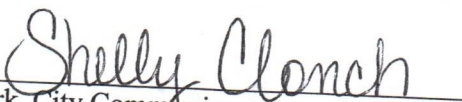
There was presented and read to the Commission for a second reading Ordinance No. O2023-04 entitled **AN ORDINANCE ACCEPTING AND REJECTING BIDS FOR ASPHALT, LIMESTONE AND BEDDING SAND**. Dr. Thomas made a motion to adopt the ordinance on the second reading, seconded by Mr. Jenkins. Upon roll call to adopt the ordinance on the second reading, all votes were yes.

There was presented and read to the Commission for a second reading Ordinance No. O2023-06 entitled **AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACT WITH GALLIA COUNTY FOR EQUIPMENT AND LABOR**. Mr. Jenkins made a motion to adopt the ordinance on the second reading, seconded by Dr. Thomas. Upon roll call to adopt the ordinance on the second reading, all votes were yes.

There was presented and read to the Commission for a first reading Ordinance No. O2023-08 entitled **AN ORDINANCE TO SET APPROPRIATIONS FOR CURRENT EXPENSES OF THE CITY OF GALLIPOLIS, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023**. Mr. Jenkins made a motion to place the ordinance on the first reading, seconded by Dr. Thomas. Upon voice vote to place this ordinance on first reading, all votes were yes.

There was presented and read to the Commission for a first reading Ordinance No. O2023-09 entitled **AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO TRANSFER OR ADVANCE FUNDS**. Mr. Jenkins made a motion to place this ordinance on the first reading, seconded by Dr. Thomas. Upon voice vote 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