

October 16, 2012

The Gallipolis City Commission met in special session on Tuesday, October 16, 2012, at 7:00 p.m. at the Gallia County Convention & Visitors Bureau, 61 Court Street, having complied with Section 9 of the City Charter.

Commission President James Jay Cremeens called the meeting to order and gave the invocation.

Upon roll call, the following members were present:

James Jay Cremeens, President  
 Steven E. Wallis, Vice-President  
 Michael W. Brown, Member  
 James A. Cozza, Member  
 W. Matthew Johnson, Member

Others attending were:

Randall J. Finney, City Manager  
 Adam R. Salisbury, City Solicitor  
 Annette M. Landers, City Auditor/Clerk/Treasurer  
 Amber Gillenwater, Gallipolis Daily Tribune  
 Fred Holmes, Volunteer Energy Services, Inc  
 Chris Munn, Volunteer Energy Services, Inc.  
 Ronnie Lynch                      Tony Gallagher                      Marvin Vanderberg  
 Claudia Miller                      Dottie Chestnut                      Clint Patterson  
 Susan Grady                      Keith Elliott                      Joy Elliott

Commission received the minutes of the September 25 and October 2, 2012 meetings prior to this meeting. There being no corrections, objections, or additions, these minutes were approved.

*Privilege of Floor* was granted to Mr. Fred Holmes and Ms. Chris Munn of Volunteer Energy Services, Inc. (VESI). They gave a brief report and presented their annual community investment check in the amount of \$2,592.64. President Cremeens accepted their check and thanked them on behalf of the City.

The City Manager reported on the following:

- Justice Center – The Open House has been tentatively set for Thursday, November 1<sup>st</sup> from 4 p.m. to 6 p.m. Judge Evans needs to confirm that date. Upon polling the Commissioners, they had no objection to that date and time. Mr. Finney also reported that the phone problems have been resolved. There is a change order on the agenda this evening for \$19,367 to complete the work there. They need to do some work on the parking lot involving unsuitable soil. They also need to put down carpet in the Victim's Advocate Office and move the generator fence. None of this work will be paid from Court funds.
- Administrative Offices – The walls are up inside the building today. There have been no issues so far and the work continues on schedule for a late January 2013 completion date.
- Atlas Advertising – The economic Development marketing group made a presentation to the Grow Gallia group, including representatives of the County, City, and CIC, on Wednesday, October 10<sup>th</sup>, at 10 a.m. The City Manager and City Auditor went to represent the City. Mr. Finney sent a copy of their presentation to the Commissioners. He said that the group's proposals for Gallia County include a menu of options, ranging in price from \$80,000 to \$260,000. The

project would extend over a two to three year period. The group would like to have a committee formed, composed of two City Commissioners, two County Commissioners, and two representatives of the CIC. Mr. Johnson and Mr. Brown volunteered to serve on the committee.

- The Grand Opening for Rural King will be on Wednesday, October 17, 2012, at 9 a.m. Mr. Finney will be representing the City. Commissioners were encouraged to attend.
- AEP needs an easement to take electric underground to a new house, owned by the VanNests, on Hemlock. Following a brief discussion, Mr. Johnson made a motion to allow this easement, seconded by Mr. Cozza. Upon voice vote on the motion, Mr. Wallis abstained due to his employment with AEP. All other votes were yes. An ordinance for the easement will be presented at the next meeting. The City Solicitor informed the Commission that our ownership of the property has not been challenged in court.
- Moving Ohio Forward Demolition Grant – The City is moving forward on five of the demolitions on the Commission-approved list. The property on Vine Street may get sold. Three new properties have been submitted for consideration: two being managed by New Perspectives (136 & 140 Portsmouth Road) and one owned by Mark and Sandy Sheets (39 Garfield Avenue). Following a brief discussion, the Commissioners were not in favor of adding these properties to the approved list for the grant.
- Performance Audit – The performance audit went public on October 11<sup>th</sup>. Mr. Finney said that it became a topic at the mayor's meeting when one of the state auditors made inflated statements of the savings it would produce for us. The Commissioners would like to have a work session to discuss what we can do from their list of suggestions.
- Infintech proposal – Mr. Finney, Ms. Landers, Ms. Knisley, and Ms. Beaver met with Mr. Mark Morgan of Infintech to discuss credit card processing for utility payments as part of the Utility Authority upgrade with CMI. Mr. Morgan gave three options for web-based payments. They included options to allow the cost of transactions to be totally passed on to the consumer and others that would allow the City to pay the transaction fees, but at a much lower rate. In discussing the options, both the City Manager and the City Auditor agreed that the City would benefit from encouraging residential customers to use the credit card payments, especially in an effort to reduce the number of NSF payments that we are currently processing. They also recommended paying the cost of three terminals (\$399 each) to allow each worker to have a dedicated terminal for segregation of batches in processing payments. After some discussion, Mr. Wallis made a motion to go with the fixed rate utility payment option with three terminals, seconded by Mr. Johnson. Upon voice vote on the motion, all votes were yes.
- Mr. Finney plans to take vacation on Friday and Monday if circumstances allow.
- Mr. Finney talked to Karen Sprague, County Administrator, about IT services. He plans to discuss the matter with John Grubb, IT Administrator, as well. He will likely continue using shared services for some portion of our IT service needs.

Mr. Johnson made a motion to re-appoint Ms. Marlene Hoffman to the Board of Zoning Appeals, seconded by Mr. Brown. Upon voice vote on the motion, all votes were yes.

Mr. Brown made a motion to re-appoint Ms. Janet Johnson to the Historic Preservation Review Board, seconded by Mr. Wallis. Upon voice vote on the motion, Mr. Johnson abstained due to the fact that Ms. Johnson is his mother. All other votes were yes.

The City Auditor presented the September Financial Statement for approval. Mr. Wallis made a motion to approve the September Financial Statement, seconded by Mr. Johnson. Upon voice vote on the motion, all votes were yes.

Ms. Landers told the Commissioners that the ordinance for the 2012 Utility write-offs is on the agenda this evening for a first reading. She said that the \$4,329.84 in write-offs included in this year's ordinance were similar in nature to write-offs approved in the past. They include bankruptcies, renter late fees and penalties, and cases of zero consumption where someone has died, divorced, or moved into a nursing home, with family not requesting shut-offs because of lack of familiarity with our processes. There are also a few instances where we did not shut off service according to our own policies and allowed renters to run up bills beyond what we should have. She said that she had followed guidelines already established by management and approved by Commission in similar cases. She offered the Commission access to her notes on any of the cases on which they would like further information.

The Chief of Police was invited to report to the Commission. He thanked the Commissioners for the nice, new building. He said that he needs to get approval of a policy, which conforms to State guidelines, for the use of his two holding cells. He and the City Manager are working on that policy. He cannot use the holding cells until the Commission approves his policy. Mr. Cozza asked if females could use the holding cells if there is not a female officer present. Chief Patterson said that they could as long as male and female prisoners are kept segregated.

Chief Elliott of the Gallipolis Fire Department was also invited to report. He told about two fires that occurred during Fire Prevention Week last week. He said that they clearly illustrated that working smoke detectors save lives.

The City Solicitor requested executive session for pending legal matters.

There was presented and read to the Commission as an emergency an Ordinance No. O2012-71 entitled **AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO AUTHORIZE AND FUND CHANGE ORDER NO. 15 WITH THE KINSALE CORPORATION FOR UNSUITABLE SOILS, CARPET AND GENERATOR FENCE FOR CONSTRUCTION OF THE GALLIPOLIS JUSTICE CENTER COMPLEX.** Mr. Johnson made a motion to adopt this ordinance as an emergency, seconded by Mr. Wallis. Mr. Finney told the Commissioners that none of these expenses are for the court. Upon roll call to adopt this ordinance as an emergency, all votes were yes.

There was presented and read to the Commission as an emergency an Ordinance No. O2012-72 entitled **AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ISSUE PERMITS TO CHARITABLE ORGANIZATIONS TO SOLICIT FROM THE OCCUPANT OF A VEHICLE PURSUANT TO CHAPTER 371.06(B)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF GALLIPOLIS, OHIO.** Mr. Johnson made a motion to adopt this ordinance as an emergency, seconded by Mr. Brown. Upon roll call to adopt this ordinance as an emergency, all votes were yes.

There was presented and read to the Commission as an emergency an Ordinance No. O2012-73 entitled **AN EMERGENCY ORDINANCE AMENDING ORDINANCE NO. O2012-07, AS AMENDED BY ORDINANCE NO. O2012-20, AS AMENDED BY ORDINANCE NO. O2012-28, AS AMENDED BY ORDINANCE NO. O2012-34, AS AMENDED BY ORDINANCE NO. O2012-49, AS AMENDED BY ORDINANCE NO. O2012-51, AS AMENDED BY ORDINANCE NO. O2012-54, AS AMENDED BY ORDINANCE NO. O2012-68, SETTING APPROPRIATIONS FOR CURRENT EXPENSES OF THE CITY OF GALLIPOLIS, OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2012.** Mr. Wallis made a motion to adopt this ordinance as an emergency, seconded by Mr. Johnson. Upon roll call to adopt this ordinance as an emergency, all votes were yes.

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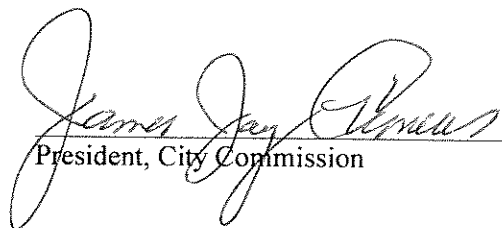
There was presented and read to the Commission as a first reading an Ordinance No. O2012-74 entitled **AN ORDINANCE AUTHORIZING THE REMOVAL FROM THE LEDGERS OF THE CITY OF GALLIPOLIS UTILITY BILLING OFFICE CERTAIN PAST DUE ACCOUNTS AS SET FORTH HEREIN**. Mr. Johnson made a motion to place this ordinance on first reading, seconded by Mr. Wallis. Upon voice vote on the motion, all votes were yes.

Mr. Cozza asked for an update on Officer Bartels, which Chief Patterson and Mr. Finney provided.

Mr. Cozza made a motion to enter executive session to discuss pending legal matters and contracts, seconded by Mr. Brown. Upon roll call on the motion, all votes were yes. Upon completion of executive session, Commission returned to special session.

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

  
Clerk, City Commission

  
President, City Commission