

**MANAGER’S CONFERENCE MINUTES**  
**Portsmouth City Council Meeting on**  
**August 9, 2021 – 7.54 p.m.**

Members present:

Sean Dunne	1 <sup>st</sup> Ward
Charlotte Gordon	2 <sup>nd</sup> Ward
Kevin E. Johnson	3 <sup>rd</sup> Ward
Lyvette Mosley	4 <sup>th</sup> Ward
Edwin Martell	5 <sup>th</sup> Ward
Dennis Packard	6 <sup>th</sup> Ward

Also, present was City Manager Sam Sutherland, City Clerk Diana Ratliff and Solicitor John Haas and Auditor M. Trent Williams.

1. **HEALTH DEPARTMENT AIR CONDITIONER** **CM-21-70**

Manager Sutherland stated that there was a failing air conditioning unit at the Health Department and he had received a quote of \$12,5000 to replace the unit.

Vice President Dunne motioned to accept alternative #1.

There were no questions or comments: **VOTE: 6 ayes – 0 Nay**

2. **AMENDMENT TO CHAPTER 901 STREETS & SIDEWALKS** **CM-21-71**

Manager Sutherland said that the next two items Engineer Nathan Prosch was present to answer any questions. Councilwoman Mosley ask him about the permit process for a driveway, Mr. Prosch said currently the city does not have a permit for people wanting to do work within the public right-of-way; the driveway and sidewalk belong to the homeowner but it was considered public right-of-way. He said the reason for establishing the permit was not to generate a lot of revenue but for continuity and to ensure folks were restoring the driveway or sidewalks by certain standards. He said he would meet with the property owners and have them explain what they want done and then he would review their application. Included in the packet was certain design standards on how the driveways and sidewalks were to be reconstructed within the public right-of-way. If the driveway is outside of the public right-of-way a homeowner could then just follow the residential codes of Ohio Standards; everything from the back of the sidewalk to the dwelling belongs to the homeowner and everything from the back of the sidewalk to the street is considered public right-of-way. Councilman Packard asked about Dunlap Road and the driveway that had washed out, would that follow this rule? Manager Sutherland stated that if the right-of-way extends out then “yes”, but Dunlap Road was a whole other issue. Mr. Prosch said that Dunlap Road just had a ditch, he said that there were some other issues on Dunlap Road.

He said that the packet was just for the right-of-way permit and he would be working on the residential and commercial application packets because there was a lack of public knowledge and he felt that would help answer a lot of public questions.

Vice President Dunne motioned to accept alternative #1.

There were no questions or comments: **VOTE: 6 ayes – 0 Nay**

3. **AMENDMENT TO CHAPTER 903 STREET EXCAVATIONS** **CM-21-72**

Mayor Johnson asked for explanation on the street excavations. Mr. Prosch said that our current street excavation had a set \$100.00 fee and a utility company could come in and get a street excavation permit and dig a trench down a street for half a mile for \$100.00. This would increase the total price by reflecting the dollar per square yard area and to constitute for the lost integrity of the pavement and we currently have that everywhere. Mayor Johnson said he would like it to read that if it’s newer pavement that they would have to replace it curb to curb. Mr. Prosch said that some cities have adopted policies like that, but wasn’t sure if we could do that; he said that in Cincinnati they make the contractors repave the surface if they do more than four

utility cuts over a set length which would be something Council would have to have it legislated. Mayor Johnson said that might be worth looking at, because how many times have the streets been paved, only to have them torn up. Mr. Prosch stated he was working out a schedule; he currently changed two paving jobs because Columbia Gas was doing work on those roads next year. Manager Sutherland said that he would like folks to understand that the city might not get to your street because there may be other work that needed to happen first but at least there's communication.

Vice President Dunne motioned to accept alternative #1.

There were no questions or comments: **VOTE: 6 ayes – 0 Nay**

4. **OHIO PUBLIC WORKS COMMISSION – IMPROVEMENT PROGRAM** **CM-21-73**

Manager Sutherland said that this was an OPWC resolution to apply for a grant that would be used to the Munns Run Pump Station.

Vice President Dunne motioned to accept alternative #1.

There were no questions or comments: **VOTE: 6 ayes – 0 Nay**

## **Discussion**

1. **Former Adelphia Property and Spacing for the Health Department -City Building Ideas** – Mayor Johnson had asked that this be brought back for additional discussion. Manager Sutherland said that the attached printout was from a meeting with Community Development Director Tracy Shearer, Public Utilities Director Crystal Weghorst, Health Commissioner Chris Smith and himself in which they threw out some ideas but nothing was set in stone and no definite decisions; he would like Council to think about it because space was needed in almost every department. He said the property on Chillicothe Street or Washington Street may be possibilities. He would like for Council to appoint a committee with background in Finance and Construction folks to pursue a path to get them into an accommodating space. Councilwoman Gordon said that Mr. Smith brought this forward and it could be peace milled to take care of that department, only to have another department come forward and say we need more space. She said that was the one outcome of the February meeting was that everyone needed space. She volunteered to be on that committee to explore all of the options. Mayor Johnson said that we could keep this on the agenda as a discussion item. Ms. Gordon said that there was a whole new crop of people on Council and she felt the sentiment had changed and she wasn't sure that they would get the push back that the city got years ago. The Marting's Building was an albatross. Councilman Packard said that until a cost was presented for moving the 3<sup>rd</sup> floor of the Annex to the Adelphia Building the discussion needed to continue. Mr. Sutherland said that a quick fix would be to renovate the 4<sup>th</sup> Floor of the Annex Building, but it would only be temporary. Councilman Martell asked if the city would be applying for the asbestos removal grant application and Mr. Sutherland said "yes". Councilwoman Mosley asked about the pop-up businesses for the Martings Building and Mr. Martell said that he would be reaching out to the Marting's Foundation and the Scioto Foundation to see what it would cost to bring that building up to code on just the first floor and to renovate the restrooms. There were no grants available for this type of scenario, but were ways that the city could apply for money, it wouldn't help a lot, but would help some. Vice President Dunne stated that the census number would be out soon and if the city did drop below 20,000, they could look at the USDA grant for new city buildings because their cut-off was 20,000 and was extremely strict. He said with all of the money going through with infrastructure, Council should be looking at that and if we could get the money to fund that, we should do the much larger move such as the Marting's Building or a new building if we could get it funded. We definitely should hire someone as a consultant to find outside money to help us with the cost of the project. If we're eligible for the 50% grant the city should definitely go after it, but there's other grants out there for city buildings. He said even if we don't use the Marting's Building as a City Building, it was something that definitely needed to be talked about, same with the Adelphia property. All agreed to keep the discussion ongoing.
2. **National League of Cities** – Councilwoman Mosley said that the National League of Cities was an organization comprised cities, towns and village leaders that were focused on improving the quality of life for their current and future constituents. She spoke with Tracy Shearer who had not heard of the group but that she was a member of the Ohio Municipal League and searches out grants from that site. The National

League of Cities was an organization that was all over the country and they pool off of one another. There's a lot of wheels out there that the city wouldn't have to reinvent from cities our size, but they do have cities of all sizes that have the same issues and problems but they have fixed their problems or were in the process of fixing their problems based on what other cities had done. There was a membership fee which was based on the amount of residents, but for a city our size it would roughly be \$1,600 per year. They have conferences involving Mayors, Councilmembers, City Managers and they have a great website. Vice President Dunne said that it would be worth the price, but it would be helpful if the information was distributed to all departments to ask them how they would be able to utilize this organization and get feedback.

3. **Leasing of Parking Spaces** – Manager Sutherland said that the city had been approached by a business about possibly leasing a few parking spaces on the 4<sup>th</sup> Street Parking lot behind the Lofts. He said it was basically the same problem that we're having in the Boneyfiddle area, there were folks abusing the parking privileges and it had gotten to the point where it was interfering with some of the businesses. Councilwoman Gordon said that she had a lot of complaints. She said that over the weekend she counted 13 cars parked all weekend from Friday night through Sunday night that hadn't moved and some even had flat tires and were not from Scioto County except for one. Mr. Sutherland said that the Chief of Police had had a conversation with them, but it sounds like a firmer discussion was needed. Vice President Dunne asked what business was doing it? Ms. Gordon said it was Day-One and people who enter recovery, park their cars and it stays there; meanwhile all of the surrounding businesses, the city, Cirque de'Art etc. have no parking. Mayor Johnson asked if there was a time limit that they could be parked on city property. Mr. Sutherland said that they put signs up and people take them. Solicitor Haas said there was a time limit on how long a person could be parked on city property. Ms. Gordon said that today at lunch time, there were no available parking spaces. Mr. Sutherland said that it was a good problem to have, but the city may have to look at going to Parking Meters and not to generate revenue but to make sure that people were following the rules.

The meeting adjourned at 8:30 p.m. on a motion by Vice President Dunne.

Submitted by: *Diana Ratliff* – City Clerk

For the full audio version of the Manager's Meeting, please go to [www.portsmouthoh.org](http://www.portsmouthoh.org) under City Manager 2021 "Audio".

	Option (Lowest Numbers are Best)	Speed	Expense	Plausible	Desirability	Tot.	Cost	Pros	Cons	Notes
1	New City Building	5	5	4	1	15	16-20M	All City Department	High cost and space is hard to find	Sell Martings; Adelphia; Old City Building and Municipal Annex
2	Martings as a City Building	4	4	5	2	15	8-10M	Cheaper Option to house all City Departments together; Adds to the Downtown; Marting Foundation contributes money	Public Opinion; Parking Issues	Sell Adelphia; Old City Building; Municipal Annex
3	Adelphia Build new Police/Courts	3	3	2	3	11	5M	Addresses Everyone's Spacing Issues	Another lg. bldg. to maintain & cont. to fragment our City Gov.	Water Works and Income Tax move to old City Bldg.
4	Adelphia Renovation for Water Works/Income Tax	2	2	3	4	11	1M	Fast; Cheap	Only addresses Health, Water & Income Tax space	
5	Annex Building 4th Floor Renovation	1	1	1	5	8	100k	Temp. solves Health's space problem	Only temp. fix, & only solves Health space problem	Includes a renovation of the clinic