

MANAGER’S CONFERENCE MINUTES
Portsmouth City Council Meeting on
April 9, 2018 – 7:10 p.m.

All Councilmembers were present with the exception of Councilman Meadows. Acting City Manager Sutherland, City Solicitor Haas, and City Clerk Ratliff were present, Auditor Williams was absent

1. Nature Works Grant

CM-18-16

Manager Sutherland stated that the application would go towards the dog park project. Mayor Johnson asked where it would be located and was the location set in stone. Manager Sutherland said it would be in the green space east of the Municipal Building. Councilman Dunne requested to address Council regarding the information he had on the park. He said that they had looked at a variety of locations and some involved the purchase of private land which would add to the cost of the project. The lot next door would be perfect and was owned by the city. It would also be located close to the pet-friendly hotel across the street, located near campus, located near the retirement community, located near citizens living in downtown apartment units and also near the river walk. This provides a variety of individuals that could access the space. He added that it would be a great space for a dog park and it will be nice to see people out and about our downtown. He said in today’s society, people have forgotten how to talk to each other and a dog is a good ice-breaker. Councilman Lowe said that he was for the dog park but that property was pretty valuable for a dog park; he also addressed the cleanup and the smell. Councilman Dunne said that the park would be split one side for small dogs and the other for large dogs and there would be two dog waste dispenser stations on each side as well as two access points for water. There had been suggestions about adding security cameras to help deter from irresponsible dog owners not picking up after their dogs. Councilman Dunne also added that if a large company would like to come in and use the land for some type of business, the dog park could be relocated. The dimensions were about 100 ft of black iron fencing across the front and black wire fencing around the rest of the park. There would be a paver walkway for people to enter and the idea was to name it after “Spock” the K-9 police dog that was killed in the line of duty in February of 1994. There is also a tree in that lot that was dedicated to fallen police officers in Portsmouth which would be incorporated. The University is onboard and Chief Ware stated that the current K-9 are leased and they wouldn’t be a problem.

Councilwoman Aeh motioned to accept Alternative #1

There were no questions or comments: **VOTE: 5 Ayes – 0 Nays**

2. Piketon Waste Disposal Facility

CM-18-17

Mayor Johnson asked Clerk Ratliff to read the 1st paragraph of the proposed Resolution “A resolution authorizing opposing the planned construction of an on-site waste disposal facility at the U.S. Department of Energy’s (DOE) Portsmouth Gaseous Diffusion Plant in Piketon, Ohio. An attached resolution explains the issues surrounding the proposal and why other communities have opposed it. Councilman Dunne reiterated that he had attended a meeting at the Piketon plant in which Senator Portman and Congressman Wenstrup both wanted a place where uranium could be enriched for nuclear weaponry at a time again when we’re trying to reduce the nuclear arsenal on our planet. If they want to enrich uranium somewhere, he proposed putting it next to a wealthy community in Cincinnati and get it out of this area. If you look at other spaces in our region and look at the environmental devastation in places like West Virginia from coal mining companies, we could begin to understand or conceptualize those spaces as environmental sacrifice zones and that is exactly what they want to do with Southern Ohio and this should not be an environmental sacrifice zone. Councilwoman Aeh said that she agreed with Councilman Dunne. She added that she’d rather err on the side of caution and that we won’t be here but our children, grandchildren, and great-grandchildren will be here. Councilman Albrecht said that he had asked himself if he trusted the current administration and the EPA and his answer was “I don’t think so”. Councilman Lowe said he seen both sides of the issue, he saw the jobs side and the environmental side and if there’s stuff leaking into the ground water which was cancer causing, that’s a major problem and he felt as a Councilman, that he owed it to his constituents to look after their health and safety. He said “Anybody that’s lived here for any amount of time knows that this

is Cancer County USA and we have to do something about it.” Mayor Johnson said that he started out where he was not going to support the resolution because he was looking at the jobs aspect of it, but the more he thought about it and the more constituents contacted him, made him realize that we are servants of the people that elect us and of our constituents and he had a lot of people reach out to him wanting his support of the resolution. He thought of his own children and grand-children and believed the common goal should be to leave things a little better than what we found them. He will make it unanimous and support the resolution. (cheering and clapping)

Councilwoman Aeh motioned to accept Alternative #1

There were no questions or comments: **VOTE: 5 Ayes – 0 Nays**

3. Lease renewal Agreement for 411 Court Street

CM-18-18

Manager Sutherland stated that Solicitor Haas had ask him to bring forward legislation to renew a lease at 411 Court Street which was the old Scudder School building (Counseling Center).

Councilwoman Aeh motioned to accept Alternative #1

There were no questions or comments: **VOTE: 5 Ayes – 0 Nays**

Discussion for the criteria for hiring a City Manager

Mayor Johnson stated that Councilman Dunne had drafted an advertisement with some specifics for hiring a City Manager and had emailed it to Council for discussion. Councilwoman Aeh had suggested that a more concise advertisement be developed due to advertising costs and with the website there won't be a cost. Mrs. Aeh said we would basically be directing people to the website and that the city would be accepting resumes for the position of City Manager and direct them to the website where we would use Councilman Dunne's wording and list the criteria. Clerk Ratliff stated that she had the I.T. person set up a separate email account so that any resumes that were emailed would come to a separate email. Councilwoman Aeh also requested that as the resumes come in, that they be emailed to Council so that they wouldn't be inundated with resumes. Councilman Albrecht stated that he would like whomever was hired for the position to live either in Portsmouth or Sciotoville and he believed that was part of the problem with the last City Manager as he lived in another city. Mayor Johnson agreed with that comment and that whomever should be a resident of the city. Mayor Johnson requested that the advertisement be read paragraph by paragraph and they will make changes as they go along.

Councilman Dunne read the first paragraph:

Located in scenic Southern Ohio at the confluence of the Ohio and Scioto Rivers, Portsmouth is currently experiencing rapid redevelopment of its downtown and an enthusiastic reimagining of its identity. Supported by vibrant community organizations, community-driven business leaders, and Shawnee State University, Portsmouth has begun to map out its direction forward into a more progressive and prosperous future. The attraction of new economic investments and the transformation of public spaces are some of the many indicators that show that Portsmouth, a former steel town and former home of a National Football League team, is actively investing in its future.

Councilwoman Aeh along with the rest of Council stated that the first paragraph should remain the same. Councilman Dunne read the second paragraph:

The City of Portsmouth is seeking a dynamic and highly motivated leader to act as City Manager. The city manager will build upon the recent progress achieved in our city by working with city and county government to continue the economic development of the city. The city manager will also work to build positive and productive relationships with the Council, staff, and the community to improve public spaces, increase environmental sustainability and encourage community wellbeing. Further information regarding the responsibilities of the City Manager can be found in the City Charter.

Councilwoman Aeh said that the city charter stated in 3 separate sections (30, 31, 34 and also somewhat in 37 & 40). The last time we advertised and gave the description, it was posted that the description was in the Ohio

Revised Code and it is not in the ORC it is in the City's Charter. The ORC was for a statutory city and the City of Portsmouth is a Charter City. She recommended directing the potential candidates to the website and the city charter section 30, 31 and 34 for the responsibilities and duties of the City Manager and it would be for an indefinite term and cannot be by contract. Councilman Dunne re-read the corrected version as: "Further information regarding the responsibilities of the City Manager can be found in sections 30, 31 & 34 of the City Charter which can be found at www.portsmouthoh.org

Councilman Dunne read the third paragraph:

The selected individual should have a Master's Degree in Public Administration or related field, and ICMA certification is preferred. The candidate should have a minimum of 5 years of experience in public management at the assistant city manager/administrator, deputy city manager, or city manager/administrator level. Directors and department heads with more than 10 years of experience with federal, state or other public entities will also be considered.

Councilwoman Aeh said the only problem she had with it was the Master's Degree, she felt that experience should be sufficient as they could've been a City Manager somewhere else for 10-15 years and didn't have to have a Master's Degree. She commented that one of the best City Manager's Portsmouth had was made City Manager because the city was going into a Mayor form of government within two years so they didn't advertise for someone to come to Portsmouth for less than two years. Council appointed the Community Development Director and he was one of the best City Manager's that we've had and she felt that a Master's Degree was not necessary. Councilman Dunne stated that it reads "should" and "must" would be the ultimate requirement and this would also open it up to the people who have the experience would also be considered. Councilman Albrecht thought it to be fine. Amy Partlow spoke up from the audience and said to use the criteria from the last time and Councilwoman Aeh stated that a new one must be done as this was a new Council and the previous criteria had listed the ORC as the description for the City Manager and that was incorrect; the description for the City Manager is found in the City Charter. Mayor Johnson asked if this had to be done in Ordinance form and Mrs. Aeh said not to advertise but once a new City Manager was chosen then we would have to do an ordinance to enter into a contract. Councilman Lowe stated that he believed that we had someone in this town but we just haven't found him yet, he would prefer a hometown applicant. Mrs. Aeh replied that they could apply if they're from our area and Mr. Lowe encouraged all locals that want the position to apply..

Councilman Dunne read the fourth paragraph:

A starting salary of a minimum of 85,000 plus is negotiable depending on qualifications. Please apply online at: _____ . Resumes are subject to Ohio public records law. Incomplete applications will not be considered. For additional information, contact: _____ .

Councilman Dunne stated that after the first sentence they could add that the "successful applicant will be expected/required to live in Portsmouth or Sciotoville". Councilwoman Aeh stated that she would like to see the wage decreased to a minimum of \$75,000 because it would be negotiable and then based on their performance we would be able to give \$10,000-\$15,000 raises. Mayor Johnson asked if that would have an adverse effect on the quality of candidates, Mrs. Aeh said that she didn't believe that it would and that it was \$25,000 more than what a Mayor was paid in the City of Portsmouth. Mr. Dunne ask if they could meet in the middle at \$80,000 and all were in agreement. Mr. Dunne said that the City of Louisville was a lot bigger than Portsmouth and they pay their Manager \$200,000. Councilman Albrecht said that it doesn't matter what you set the minimum as because it's just the minimum and we negotiate the maximums. Mr. Dunne stated that sometimes there was a clash between white collar and blue collar jobs because it seemed that the white collar jobs were always paid more than the blue collar jobs. Someone in the audience suggested adding "and experience" after qualifications in the first sentence.

Mayor Johnson asked about the next sentence "Please apply online at:" everyone said they were alright with that sentence, Clerk Ratliff stated that we do not have the technology in our system to apply online, but that she had I.T. set up a separate email to be able to accept cover letters and resumes and that email could be added to the advertisement in this sentence. Councilman Dunne said it should read "Please email cover letters and resumes to" and then insert the email address, and that was agreed upon by Council. Councilwoman Aeh requested that the resumes be emailed as soon as received to all of Council. Mr. Dunne said that "Incomplete applications will not be considered" could be removed. There was some objections, however, Clerk Ratliff said that we don't actually accept applications until the field is narrowed. It was agreed to remove the sentence Mr. Dunne recommended. Mrs. Aeh requested that a cover letter accompany the resume. Clerk Ratliff re-read how the last paragraph as it should be

written: “A starting salary of a minimum of \$80,000 plus is negotiable depending on qualifications and experience. The successful applicant would be expected to live within the city limits. Please email cover letters with resumes to apply@portsmouthoh.org. Resumes are subject to Ohio public records law. For additional information contact: www.portsmouthoh.org.

The timeline was discussed and it was decided to wait until the next Council meeting when all of Council would be present.

The meeting adjourned at 8:01 p.m. on a motion by Councilwoman Aeh.

Submitted by: *Diana Ratliff* – City Clerk