

**MANAGER’S CONFERENCE MINUTES**  
**Portsmouth City Council Meeting on**  
**April 23, 2018 – 6:57 p.m.**

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

**1. MARCS Grant Acceptance for Fire Department CM-18-18**

Manager Sutherland said the Fire Department had received a grant and were asking for permission to appropriate the money. Auditor Williams requested that the wording “transfer” be replaced with “appropriate”.

Councilwoman Aeh motioned to accept Alternative #2

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

**2. Temporary Easement for Columbia Gas CM-18-19**

Manager Sutherland stated this was for work being done by Columbia Gas at the top of Sunrise Avenue by the Reservoir. He wasn’t very clear on the temporary easement but before it came to Council he would make sure that he knew what they were talking about. Councilman Lowe ask about the timeline and Manager Sutherland wasn’t sure but would find out. Solicitor Haas had stated he thought it was at the top that lead to the driveway of Jeffrey Dever. Manager Sutherland ask Solicitor Haas if permission could be granted for Columbia Gas to go ahead and do the work or wait until legislation had been passed. Solicitor Haas had turned his microphone off and his response was not heard.

Councilwoman Aeh motioned to accept Alternative #1

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

**3. New Fund Creation Request CM-18-20**

Manager Sutherland stated that this request had come from Municipal Court and they had received a grant and needed some place to put the money. Auditor Williams stated that Fund #206 had been given to the Courts for this money and again on this legislation it needed amended to include after Fund Number 206 “and appropriate grant funds as received.

Councilwoman Aeh motioned to accept Alternative #2 modified as suggested by Auditor Williams.

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

**4. Summer Intern for Health Department CM-18-21**

Auditor Williams stated that he had received notification that the Health Department may be receiving a summer intern for a 5 week program through the Scioto Foundation. That program would be paid for entirely through the Scioto Foundation but it would be in the form of a reimbursement. Councilwoman Aeh asked if it needed passed as an emergency and Clerk Ratliff asked if there was any kind of information, Auditor Williams said he only had the letter but there were no details yet. Solicitor Haas asked that Auditor Williams work up a Council Letter between now and the next meeting so that legislation could be drafted. Mr. Williams said he would be meeting with Chris Smith to iron out the details.

Councilwoman Aeh motioned to accept Alternative #1 and to allow for modification if readings need to be waived.

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

## **Discussion for the criteria for hiring a City Manager**

Councilwoman Aeh stated that Clerk Ratliff emailed the changes made to the draft from the last meeting and she found no issues with it. Mayor Johnson ask that each Councilmember give their input before it was finalized. Councilman Dunne stated he thought it was a work of art (laughter because he drafted it). He said that the revisions that were made at the last meeting allowed for an interpretive and subjective decision making process. Councilwoman Aeh stated that it needed to be sent to some sort of State or Municipal periodical such as Huntington, Lexington and Knoxville as well as Ohio to get people from Appalachia. Councilman Albrecht said it looked good to him. Councilman Lowe said he had no problem with it. Mayor Johnson stated that in the 3<sup>rd</sup> paragraph where it read "Directors and Department Heads with more than 10 years experience in Federal, State or other Public Entities will also be considered." He wanted it clarified that these positions should be administrative positions and Mrs. Aeh stated that the job would not be for someone that had been in a clerical position, it pertained to someone who had been a Department Head and not someone who hadn't supervised other employees. Mayor Johnson brought up the minimum salary of \$80,000 and asked if we were sure that folks that were looking at the advertisement won't just flip past it. Mrs. Aeh said that was the minimum and if they were interested in the job it could be negotiated. Manager Sutherland stated that the salary ordinance showed a maximum of \$120,000 and Mayor Johnson said he thought it was said at the last meeting that the salary ordinance wouldn't be a factor and Mrs. Aeh said that the salary ordinance could be changed at any time and as long as there was a minimum there was no need for a maximum amount because it would be whatever Council agreed to pay a new City Manager. Mayor Johnson asked if the ordinance needed to be repealed and Mrs. Aeh stated not at this time. Mayor Johnson asked Solicitor Haas to give input and Solicitor Haas said he had not read it, Mayor Johnson asked him to read it because he was the Solicitor and his opinion was valued. Mrs. Aeh asked if there was anything in the draft that Council was legally doing wrong. Solicitor Haas read the draft and stated that there needed to be a dollar sign in front of the amount. Auditor Williams asked if we could legally demand that the Manager live within the city limits and Solicitor Haas stated that it was a good idea but that the City could not require that of any employee. Councilman Albrecht stated that the draft doesn't say "required" it says "expected". Clerk Ratliff asked what timeline would be used, Mrs. Aeh suggested to give a couple of months and Councilman Dunne said he didn't believe that you had to put a submission date on the advertisement. Mayor Johnson stated that he would like to have some sort of indication on the advertisement. Councilman Dunne suggested using the end of the work day on August 1<sup>st</sup> as the deadline. Mrs. Aeh asked again for the resumes to be emailed to Council as they come in. Mayor Johnson asked Solicitor Haas about conversing with each other about applicants, Solicitor said that you could talk to each other one on one but no vote or indication of a vote should be discussed, but the best way to do it would be during a meeting in Executive Session.

The meeting adjourned at 7:20 p.m. on a motion by Councilwoman Aeh.

Submitted by: Diana Ratliff – City Clerk