

**MANAGER’S CONFERENCE MINUTES**  
**Portsmouth City Council Meeting on**  
**October 08, 2018**  
**6:44 p.m.**

Roll Call showed the following members to be present:

Sean Dunne	1 <sup>st</sup> Ward
Jo Ann Aeh	2 <sup>nd</sup> Ward
Kevin E. Johnson	3 <sup>rd</sup> Ward
Jerrold Albrecht	4 <sup>th</sup> Ward
Gene Meadows	5 <sup>th</sup> Ward
Thomas K. Lowe	6 <sup>th</sup> Ward (Absent)

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

**1. Appropriation for I.T. Services Agreement**

**CM-18-50**

Manager Sutherland stated there wasn't a spot in the budget to take care of the services and there were invoices that needed taken care of. Councilwoman Aeh had asked the Clerk to check what ordinance was passed to enter into a contract agreement for \$60,000 and there was no ordinance authorizing the contract. The assumption was that the ordinance that Council passes every year was used to authorize the City Manager to enter into contracts and advertising for bids. She said if this was used, it would need to be bid and she would never approve an automatic renewal for that amount. Councilman Meadows stated that if it was \$60,000 it needed to be bid out and if not we're breaking the law. Auditor Williams said that it didn't apply in this instance because it was I.T. services and there was a provision in the ORC for architectural, engineering, accounting, I.T. and certain professional services. Solicitor Haas asked if he was going to be setting up a line item for this service or was an existing line item being used. Auditor Williams stated this was an existing line item, but wasn't specifically designated for I.T. services. (Auditor Williams was speaking but could not hear what he was saying) Councilman Albrecht asked why the city had a renewable contract without it being appropriated in the budget, Auditor Williams said that was a good question and that the city has had to come back to Council a few times this year for different appropriations that were not budgeted. Councilman Meadows read the contract language, which stated that the contract could be cancelled as long as a 30 day notice was given. Also the company was supposed to provide monthly invoices to the city which he assumed those invoices included what they had done for each month. Councilwoman Aeh suggested entering into a new contract and in a separate ordinance appropriate the money that we owe them. Solicitor Haas said that he would work with Sam on a new contract with the new company, but we needed to move forward with this ordinance to get them paid.

Councilman Meadows motioned to accept Alternative #1

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

**2. Appropriation for Water Plant Pilot Study**

**CM-18-51**

Manager Sutherland said this was the Water Treatment Plant planning process. He said they were looking at a new treatment process called Actiflo which Kentucky has had a lot of success with but it had never been approved by the Ohio EPA. In order to get approval, a pilot study had to be done and to do the pilot study a report had to be written explaining the process to the Ohio EPA and to let them know Engineers were involved and to have the report written, the cost was \$30,000. The Actiflo process shrinks the footprint down so that we will be saving construction cost when the plant is built. The Ohio EPA had told the City they want to see how Actiflo operates in the worst case scenario which was a seasonal situation (coldest weather) which meant the process had to be expedited so that it could be done in January otherwise

we would have to wait until the following January. Councilman Meadows asked what Actiflo was and Mr. Sutherland replied that it was a process that took out mud from the river. The conventional treatment without this technology spreads out the footprint with a lot more surface area to get the process done and with Actiflo it would shrink the footprint therefore saving construction dollars. He said that Ashland, Ky used the method and it worked really well, but for Ohio to approve it, a pilot study would need to be done. Acting Mayor Johnson asked Mr. Sutherland what his feeling was and Mr. Sutherland replied, he believed that it was worth pursuing because the city had somewhat of a limited space but to shrink the footprint down versus the conventional treatment, he believed that it was worth the investment.

Councilwoman Aeh motioned to accept Alternative #1

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

Manager Sutherland said there was some discussion items, Councilman Dunne stated that it could wait until the next meeting.

The meeting adjourned at 7:10 p.m. on a motion by Councilwoman Aeh.

Submitted by: *Diana Ratliff* – City Clerk