

**City Council Meeting
Agenda of Business
January 12, 2026**

The Lord's Prayer

Pledge of Allegiance to the Flag

A. Roll Call

B. Election of President Pro-Tempore

C. Approval of Meeting Minutes Dated December 22, 2025

D. Communications, Reports, and Resolutions

1. **Communication from Mayor Don Mason** – Civil Service Commission – Mayor Mason hereby reappoints Mr. Mark Kaido to the Civil Service Commission to succeed the present Civil Service Commissioner's term. Mr. Kaido's term will expire March 1, 2030.
2. **Communication from Mayor Don Mason** – Muskingum County Convention Facilities Authority – Mayor Mason hereby recommends the reappointment of Mr. Mike Bennett to the Muskingum County Convention Facilities Authority. Mr. Bennett's term will expire 12/14/29.
3. **Resolution No. 2026-01** – Introduced by Council – A Resolution authorizing the Clerk of Council to act as the designated representative of the members of the Zanesville City Council for purposes of required public records training. (First Reading)

E. Proposed Ordinances

1. **Ordinance No. 2026-02** – Introduced by Council – An Ordinance appointing the Clerk of Council and declaring an emergency. (Emergency or First Reading)
2. **Ordinance No. 2026-03** – Introduced by Council – An Ordinance authorizing the Community Development Director to submit an application for the development of an Active Transportation Plan through the Ohio Department of Transportation and declaring an emergency. (Emergency or First Reading)
3. **Ordinance No. 2026-04** – Introduced by Council – An Ordinance allowing a moral claim. (First Reading)

4. **Ordinance No. 2026-05** – Introduced by Council – An Ordinance allowing a moral claim. (First Reading)
5. **Ordinance No. 2026-06** – Introduced by Council – An Ordinance authorizing the proper city official to enter into a contract with Environmental Design Group for professional engineering services for the SS4A Action Plan Project. (First Reading)

F. Ordinances for Action

1. **Ordinance No. 2025-143** – Introduced by Council – An Ordinance authorizing the City Engineer budget move from the General Fund to the Enterprise Funds. (Second Reading)
2. **Ordinance No. 2025-144** – Introduced by Council – An Ordinance authorizing a maximum schedule of positions for the City of Zanesville's workforce. (Second Reading)

G. Traffic Orders
None

H. Miscellaneous and Unfinished Business
None

I. Private Petitions and Communications
None

J. Adjournment

The next regular meeting is scheduled for January 26, 2026.

This meeting is open to the public who may attend in person or attend by phone or Internet using the information below.

Phone **1-844-621-3956** US Toll Free or **1-415-655-0001** US Toll
Use Access Code: **126 750 8098 #**

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ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

ZANESVILLE CITY COUNCIL MEETING – MONDAY, DECEMBER 22, 2025

The Zanesville City Council met in regular session at 7:00 p.m. on Monday, December 22, 2025 in the City Council Chambers, 401 Market Street, Zanesville, Ohio.

President Vincent: Good evening, everyone. I would like to call Zanesville City Council meeting to order for December 22, 2025, our last meeting of the year. Please stand and join me in the Lord's Prayer followed by the Pledge of Allegiance to the Flag.

President Vincent led those present in the Lord's Prayer and the Pledge of Allegiance to the Flag.

President Vincent: May I have roll call, please?

The following members of Council answered roll call: Mr. Baker, Mr. Taylor-Lehman, Mr. Ware, Miss Bradshaw, Ms. Frye, Mrs. Osborn, Mr. Hennessey, Mr. King, Mr. Ballmer, and President Vincent.

APPROVAL OF MINUTES

President Vincent: We are now at approval of the minutes from December 8, 2025. What is Council's pleasure?

Miss Bradshaw moved to approve the minutes as written. It was seconded by Mrs. Osborn.

President Vincent: Is there any discussion? Hearing none, all in favor of approval of the minutes signify by saying aye. Those opposed nay.

A voice vote was taken with all being in favor. None were opposed.

President Vincent: Motion carries. The minutes stand approved.

COMMUNICATIONS, REPORTS, AND RESOLUTIONS

President Vincent: Moving now to communications, reports, and resolutions, which we have none. So, we'll move on to our proposed ordinances.

PROPOSED ORDINANCES

Ordinance No. 2025-138 – Introduced by Council – An Ordinance authorizing the proper city official to provide funds to the Zanesville-Muskingum County Port Authority for organizational, promotional, and operational expenses during the year 2026.

President Vincent: We are at first reading.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Mrs. Osborn: Move for first reading.

Mr. Hennessey: Move to waive.

Mr. Baker: Second.

President Vincent: Move for first reading or move to waive. What is your second on, Mr. Baker?

Mr. Baker: Waive.

President Vincent: With that, if we don't waive and pass this tonight, on the third meeting, we will have Eric Reed from the Port Authority come and speak on this. And then also for the next one, South East Area Transit, Howard Stewart Jr.

Mayor Mason: I'm sure they'd be happy to come knowing it passed.

President Vincent: Yes, they'll still come. But there is no urgency to pass this tonight. Any discussion on waiving? Okay, we will have roll call vote for waiving of the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion?

Mr. Taylor-Lehman: Mr. President?

President Vincent: Yes, Mr. Taylor-Lehman.

Mr. Taylor-Lehman: The \$100,000, is that typical of what was allotted last year?

President Vincent: That's what we've done for quite a few years. I don't remember a different amount. There may have been.

Mr. Hennessey: This goes way back.

Mr. Baker: I think it used to be \$50,000.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Mr. Hennessey: It's been probably 20 years it's been this amount.

President Vincent: And then, Mr. Hennessey waiving, that makes sense. We do this every year.

Mr. Hennessey: We do the same thing.

Mayor Mason: I thought I was the only one that told old stories.

Mr. Hennessey: No, I've been here a long time ago, way back. It was the same amount.

President Vincent: Okay, is there anything else from Council? Let's have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

Mrs. Osborn: Mr. President?

President Vincent: Yes, Mrs. Osborn.

Mrs. Osborn: Just a point of clarification, so when will Mr. Reed be coming?

President Vincent: Mr. Reed and Mr. Stewart will be coming on the second meeting of January 26.

Mrs. Osborn: They're both coming that day?

President Vincent: Yes, they're both coming to speak. They like to come in as a tag team.

Mrs. Osborn: Thank you.

Ordinance No. 2025-139 – Introduced by Council – An Ordinance authorizing the proper city official to provide funds to South East Area Transit for the year 2026.

President Vincent: We are at first reading.

Mr. Ware moved for first reading. It was seconded by Mr. Baker.

Mr. Hennessey moved to waive the readings. It was seconded by Mrs. Osborn.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

President Vincent: So, the move to waive overrides the first reading. Is there any discussion of waiving? Hearing none, we will have roll call vote for waiving the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? Again, this is routine, and it was increased at some point, I think, but I think it's been a long time ago. And they will still both come and speak gladly, and I know they're both doing good work. Are there any other questions from Council? We'll have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

Ordinance No. 2025-140 – Introduced by Council – An Ordinance authorizing the proper city official to provide funds for a Humane Officer.

President Vincent: We are at first reading, or this is routine too...

Mr. Ware moved for first reading. It was seconded by Miss Bradshaw.

President Vincent: Is there any discussion?

Mr. Ware: Mr. President, does this need to be waived?

President Vincent: No, I think it's for payment next year. So, yes, it can come back unless Council wants to clear everything off for the end of the year.

Mrs. Osborn moved to waive the readings. It was seconded by Mr. Hennessey.

President Vincent: Is there any discussion on waiving? Hearing none, we will have roll call vote on waiving of the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? Hearing none, we will have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

Ordinance No. 2025-141 – Introduced by Council – An Ordinance authorizing the proper city official to purchase items for employee recognition.

President Vincent: We are at first reading, but...

Miss Bradshaw moved to waive the readings. It was seconded by Mrs. Osborn.

President Vincent: Is there any discussion of waiving? Hearing none, we will have roll call vote for waiving of the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? Hearing none, we will have roll call vote for passage.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

Ordinance No. 2025-142 – Introduced by Council – An Ordinance adopting a cybersecurity policy.

President Vincent: This is first reading, but we need to get it waived.

Miss Bradshaw moved to waive the readings. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? With that, this is required by the state, and we have a deadline to have it in place by the end of the year and education, I think, needs done by June. So, you'll be seeing more on this. It's about cybersecurity, protecting our computers and stuff. It was heard at Ways & Means. Mr. Hennessey, is there anything you want to add to that?

Mr. Hennessey: Just that it was heard and was agreed that we should waive the readings on this.

President Vincent: Thank you. Is there anything else from Council on this? We will have roll call vote for waiving the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ware.

President Vincent: Is there any discussion? We will have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Ordinance No. 2025-143 – Introduced by Council – An Ordinance authorizing the City Engineer budget move from the General Fund to the Enterprise Fund.

President Vincent: This is also first reading.

Mr. Hennessey: Mr. President?

President Vincent: Yes, Mr. Hennessey.

Mr. Hennessey: This was discussed at the last Ways & Means Committee. It was agreed we should probably let it go first reading the first time around.

President Vincent: Okay, are you moving for first reading then?

Mr. Hennessey: That is correct.

Mr. Hennessey moved for first reading. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? Hearing none, all in favor of first reading signify by saying aye. Those opposed nay.

A voice vote was taken with all being in favor. None were opposed.

President Vincent: Motion carries. Returns to our next meeting for second reading.

Ordinance No. 2025-144 – Introduced by Council – An Ordinance authorizing a maximum schedule of positions for the City of Zanesville's workforce.

President Vincent: We are at first reading.

Mr. Hennessey moved for first reading. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? Hearing none, all in favor of first reading signify by saying aye. Those opposed nay.

A voice vote was taken with all being in favor. None were opposed.

President Vincent: Motion carries. Returns to our next meeting for second reading.

Ordinance No. 2025-145 – Introduced by Council – An Ordinance amending appropriation Ordinance No. 2025-22 and declaring an emergency.

Miss Bradshaw moved to waive the readings. It was seconded by Mr. Baker.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Ms. Frye.

President Vincent: Is there any discussion? Hearing none we will have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed. That one just gets us through to the end of the year with corrections. The next one then, moving on to Ordinance 2025-146, is temporary to get us started for next year so that we don't shut down January 1st. We will need to amend that.

Ordinance No. 2025-146 – Introduced by Council – An Ordinance providing temporary appropriations for use during the period January 1, 2026 through March 31, 2026 and declaring an emergency.

President Vincent: I need a motion for first reading to get it on the floor.

Miss Bradshaw moved for first reading. It was seconded by Mr. Baker.

President Vincent: Is there any discussion? With that, I have an amendment, a couple of simple things, a little typo. You do have the correct version in front of you, -146. Basically, on that, if you look at the original on page 2 of the budget down at the bottom right above Police Operating Fund, it says, "*Total, Salaries and Wages*," everything is correct, it doesn't have a line item in there. Basically, the amendment adds in the line item 101-1021-510 is the one change. And then the only other change is that all the items that showed up with a dash here (referring to the original attachment) had a zero-dollar amount, those are all removed on the amended version. So, nothing really changes for dollar amounts, it's just cleaning it up, fixing that one error and then getting rid of the line items that had zero dollars, or dashes, in place. Is everyone clear on that? With that, I would entertain a motion to amend it.

Ms. Frye moved to amend the ordinance. It was seconded by Miss Bradshaw.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

President Vincent: Is there any discussion on the amendments? Is everyone clear? Minor changes. All in favor of those amendments, signify by saying aye. Those opposed nay.

A voice vote was taken with all being in favor. None were opposed.

President Vincent: We're now at Ordinance 2025-146 As Amended. What is Council's pleasure?

Mrs. Osborn moved to waive the readings. It was seconded by Miss Bradshaw.

President Vincent: Is there any discussion of waiving? Hearing none, we will have roll call vote to waive the readings.

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Ms. Frye.

President Vincent: Is there any discussion? We will have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed.

ORDINANCES FOR ACTION

Ordinance No. 2025-134 – Introduced by Council – An Ordinance to rename Putnam Hill Park to Putnam Hill Abolitionist Park.

President Vincent: We are at second reading.

Mrs. Osborn moved to waive the readings. It was seconded by Miss Bradshaw.

President Vincent: Is there any discussion of waiving? We will have roll call vote of waiving the readings.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

Roll call vote for waiving the readings

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion to waive carries. Now I need a motion for passage.

Miss Bradshaw moved for passage. It was seconded by Mr. Ballmer.

President Vincent: Is there any discussion? We will have roll call vote for passage.

Roll call vote for passage

9 Ayes

0 Nays

0 Absences

0 Abstentions

President Vincent: Motion carries. Ordinance is passed. I would like to say a special thank you to our Third Ward Councilman, Todd Ware, who did a lot of work on this. It is appreciated. It is well-written and a lot of good history in there. I found it very informative. So, thank you.

Mr. Ballmer: Yes, well done.

Mr. Ware: Thank you.

TRAFFIC ORDERS

President Vincent: Moving now to traffic orders, which we have none.

MISCELLANEOUS AND UNFINISHED BUSINESS

President Vincent: So, we'll move on to miscellaneous and unfinished business and turn to the Mayor.

Mayor Mason: I'm just very much happy that the last meeting of the year came rounding third and headed for home.

President Vincent: It went quick! I couldn't keep up. Thank you, Mayor. Is there anything from the administration? Mr. Brown, anything you want to add?

Scott Brown: No, thank you very much! It's been a good year and looking forward to next year.

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

President Vincent: Thank you. I do appreciate everyone, administration, the Mayor, and Council. A lot of great things have happened. It's been a really good year and look forward to next year being even better! Can you pull it off, Mayor?

Mayor Mason: Well, if you take a look at the Secrest right now, you'll see that the concrete floor is down, the elevator shaft is in, our steel support structures are in. It should be underroof within, what another two months, you think? Then we'll start on the streetscape. At the same time, I think the Muskingum County Convention Facilities Authority will be starting soon. I'm excited, as Joey is, as trustees of the library. We'll be opening in April. So, you're going to have a total of over \$30 million invested between Seventh Street and Fourth Street. This is going to be pretty cool!

President Vincent: Get I-70 open so people get down here and see it easier.

Laughter in the room.

Mr. Taylor-Lehman: Mr. Mayor, do we have an opening (date) for Secrest, a month or...?

Mayor Mason: We don't know yet, but the reason we're shooting for October is if you remember, we've got to have all the bills paid out of the Appalachian Community Grant program. Our goal is the end of August to have the last of the bills submitted on that one. And then of course, the final improvements on the interior. So, we're really excited! Again, we're going to have new carpeting, seats, the dimmer package. I won't give it all away, but it's going to look very nice!

Mr. Taylor-Lehman: Thank you.

PRIVATE PETITIONS AND COMMUNICATIONS

President Vincent: No private petitions or communications. Is there anything else from Council?

ADJOURNMENT

Mrs. Osborn made a motion to adjourn. It was seconded by Ms. Frye.

President Vincent: All in favor of adjournment signify by saying aye. Those opposed nay.

A voice vote was taken with all being in favor. None were opposed.

President Vincent: Thank you, everyone, and have a good evening and Merry Christmas!

ZANESVILLE CITY COUNCIL MEETING MONDAY, DECEMBER 22, 2025

The meeting ended about 7:22 p.m.

Billie Corns
Clerk of Zanesville City Council

Daniel M. Vincent
President of Zanesville City Council



Council-Mayor Government
Donald L. Mason, Mayor

THE CITY OF
Zanesville

401 Market Street
Zanesville, Ohio 43701
Phone (740) 617-4908
Fax (740) 455-0744
E-mail: don@coz.org

MEMORANDUM

TO: Members of City Council
FROM: Mayor Don Mason
DATE: January 6, 2026
SUBJECT: Board Appointment

Civil Service Commission

I hereby reappoint Mr. Mark Kaido to the Civil Service Commission to succeed the present Civil Service Commissioner's term. Mr. Kaido's term will expire March 1, 2030.

Mr. Kaido received his Bachelor's Degree from Marietta College and Juris Doctorate from Capital University School of Law.

Thank you!

DM/pke

RECEIVED

JAN 07 2026

CLERK OF COUNCIL



Council-Mayor Government
Donald L. Mason, Mayor

THE CITY OF
Zanesville

401 Market Street
Zanesville, Ohio 43701
Phone (740) 617-4908
Fax (740) 455-0744
E-mail: don@coz.org

MEMORANDUM

TO: *Members of City Council*
FROM: *Mayor Don Mason*
DATE: *January 6, 2026*
SUBJECT: *Board Appointment*

Muskingum County Convention Facilities Authority

I hereby recommend the reappointment of Mr. Mike Bennett to the Muskingum County Convention Facilities Authority. Mr. Bennett's term will expire 12/14/29.

He is a Zanesville High School graduate and a Muskingum University graduate.

He subsequently was Vice President of the Longaberger Company until he retired.

Thank you!

DM/pke

RECEIVED

JAN 07 2026

CLERK OF COUNCIL

RESOLUTION NO. 2026-01

**A RESOLUTION AUTHORIZING THE CLERK OF COUNCIL TO ACT AS THE DESIGNATED
REPRESENTATIVE OF THE MEMBERS OF THE ZANESVILLE CITY COUNCIL FOR PURPOSES OF
REQUIRED PUBLIC RECORDS TRAINING**

NOW, THEREFORE, BE IT resolved by the Council of the City of Zanesville, County of Muskingum, and State of Ohio:

SECTION 1: It is hereby declared to be the intent of Zanesville City Council to appoint Billie Corns, Clerk of Council, as the representative of the members of Zanesville City Council for purposes of attending and receiving Public Records Training in compliance with ORC 109.43(B).

SECTION 2: This Resolution shall take effect and be in force from and after its passage, approval by the Mayor, and the earliest period allowed by law.

PASSED: _____, 2026

ATTEST: _____
Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This legislation approved as to form:

Donald L. Mason
Mayor

Law Director's Office

Daniel M. Vincent
President of Council

**ORDINANCE NO. 2026-02
INTRODUCED BY COUNCIL**

AN ORDINANCE APPOINTING THE CLERK OF COUNCIL AND DECLARING AN EMERGENCY

WHEREAS, it is the duty of the Council of the City of Zanesville, Ohio, to appoint the Clerk of Council; and

WHEREAS, it is necessary to make said appointment within the first ten days of the legislative term; and

WHEREAS, for the reason stated herein, failure of this ordinance to be effective before thirty days after passage will create an emergency in the daily operation of a municipal department, jeopardizing the health, safety, and welfare of the operations of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that

SECTION ONE: Pursuant to the authority set forth in Ohio Revised Code §731.04, Billie Corns is hereby appointed to the position of Clerk of Council for the City of Zanesville, Ohio, for the Council term beginning January 1, 2026 and ending January 1, 2028, or until her successor is appointed and qualified, unless she is removed from office in accordance with law.

SECTION TWO: The compensation for such services shall be at the annual rate set by Council.

SECTION THREE: The Clerk of Council shall attend all meetings of Council unless excused. The Clerk of Council shall keep an accurate and complete journal of all proceedings of Council, authenticated by her signature, and have custody of all laws, ordinances, and resolutions of Council, have custody of all official documents, records, reports, papers, communications, and files of Council, and perform such other duties as Council shall require.

SECTION FOUR: The Clerk shall be bonded as set by Council and as amended from time to time by Council or the City Administration.

SECTION FIVE: For the reasons stated above, this ordinance is declared to be an emergency measure. Provided it receives the affirmative vote of six or more members of City Council, this ordinance shall take effect and be in force immediately upon its passage and approval of the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

ORDINANCE NO. 2026-02

PASSED: _____, 2026

ATTEST: _____
Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This legislation approved as to form

Donald L. Mason
Mayor

Law Director's Office

Matthew Schley
Community Development Director

ORDINANCE NO. 2026-03
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO SUBMIT AN APPLICATION FOR THE DEVELOPMENT OF AN ACTIVE TRANSPORTATION PLAN THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION AND DECLARING AN EMERGENCY

WHEREAS, the Ohio Department of Transportation (ODOT) is offering an Active Transportation Planning Development Grant to enhance active transportation networks and further the development of those networks in cities throughout Ohio at zero cost; and

WHEREAS, the City of Zanesville is committed to developing our Active Transportation Plan in order to enhance and increase the safety of our existing and future transportation network; and

WHEREAS, the Office of Community Development will be available to assist the development of this plan throughout its development; and

WHEREAS, this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare. The City is committed to enhancing the quality and functionality of its active transportation network to provide essential health and wellness benefits, including improved recreational opportunities throughout the city and surrounding area. Passage of this legislation on an emergency basis is necessary to allow the City to promptly apply for available planning assistance and ensure residents are not deprived of these critical community resources.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The Community Development Director is hereby authorized to draft, submit and execute an application for the development of the Zanesville Active Transportation Plan. If funded, the Community Development Director is hereby authorized to assist in the gathering of all documents and information pertaining to the grant and accept assistance from ODOT.

SECTION TWO: For the reasons stated herein, this Ordinance is declared to be an emergency measure. Provided it receives the affirmative vote of six (6) or more members of City Council, this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ORDINANCE NO. 2026-03

PASSED: _____, 2026

ATTEST: _____
Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This legislation approved as to form:

Donald L. Mason
Mayor

Law Director's Office

David J. Tarbert
Law Director

ORDINANCE NO. 2026-04
INTRODUCED BY COUNCIL

AN ORDINANCE ALLOWING A MORAL CLAIM

WHEREAS, on December 17, 2025, George Eckelbarger, presented a legal claim against the City of Zanesville for reasons attached to Claim #25-17; and

WHEREAS, said claim was reviewed by the Law Director, David J. Tarbert, who determined that the City of Zanesville was not legally liable for said claim; and

WHEREAS, the basis of said claim is set forth in Exhibit A; and,

WHEREAS, Law Director, David J. Tarbert, advised the claimant that although the City of Zanesville had no legal liability, he had a right to present a moral claim to City Council; and

WHEREAS, City Council has reviewed the claim and determined that said claim should be paid as a moral claim.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Zanesville, Ohio, that:

SECTION ONE: The proper City Official is hereby authorized to pay \$99.37 to George Eckelbarger, upon a valid release being executed, and said monies shall be taken from line item 101-7791-53408.

SECTION TWO: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2026

ATTEST: _____
Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This Legislation Approved as to Form:

Donald L. Mason
Mayor

Law Director's Office

CITY OF ZANESVILLE

OFFICE OF THE LAW DIRECTOR

50 N. Fourth Street • Zanesville, Ohio 43701

740-617-4886 / 740-617-4889 • Fax: 740-453-2435

Email: lawdirector@coz.org

DAVID J. TARBERT
LAW DIRECTOR

SCOTT D. EICKELBERGER
EMILY STRANG TARBERT
ASSISTANT LAW DIRECTORS

December 22, 2025

George Eckelbarger
4295 Dogwood Lane
Zanesville, Ohio 43701

RE: Claim No.: 25-17

Dear Mr. Eckelbarger:

I have completed my review of the claim you filed against the City of Zanesville. It is one of my duties as Law Director to review such claims and advise the City as to whether or not legal liability exists against the City. Prior to the mid 1980's, governmental entities were generally immune from all liability. In 1985, the Ohio Legislature enacted new laws which still granted governmental entities immunity in most instances, but did provide some liability in a few limited situations.

With respect to any damage your vehicle may have sustained, we must inform you that the City, by statute, has certain immunities from liability for damages of this nature. Ohio Revised Code Section 2744.05 addresses these immunities. In general, in order to recover in a suit involving damage proximately caused by roadway conditions, including potholes, the party claiming damage must prove that either: 1) the City had actual or constructive notice of the pothole and failed to respond in a reasonable amount of time, or responded in a negligent manner, or 2) that the City, in a general sense, maintains its roadways negligently.

Therefore, your claim has been denied.

You do have the right to file a "moral claim" with the Zanesville City Council. A moral claim differs from a legal claim in that the City Council may decide that although the City is not legally liable for the claim, an ethical or moral reason exists to pay the claim. If you would like to file such a claim, you may contact your City Council person. If you are not sure who your Council Representative is, you may contact Billie Corns, Clerk of Council, at 740-617-4875.

Truly,



David J. Tarbert
Law Director

DJT:ab

Exhibit A
Attachment for Ordinance 2026-04

Allison Buck

From: David Tarbert
Sent: Friday, December 19, 2025 6:22 AM
To: Scott Brown
Cc: Allison Buck
Subject: Re: City of Zanesville Claim 2025-17/George Eckelbarger

Still deny. Do moral claim.

From: Scott Brown <Scott.Brown@coz.org>
Sent: Thursday, December 18, 2025 3:16:48 PM
To: David Tarbert <David.Tarbert@coz.org>
Cc: Allison Buck <Allison.Buck@coz.org>
Subject: FW: City of Zanesville Claim 2025-17/George Eckelbarger

From: Scott Bryant
Sent: Thursday, December 18, 2025 2:57 PM
To: Stephanie Sheets <Stephanie.Sheets@coz.org>
Cc: Scott Brown <Scott.Brown@coz.org>
Subject: RE: City of Zanesville Claim 2025-17/George Eckelbarger

See Attached



Scott A. Bryant
Superintendent

City of Zanesville: Water Division
14 Buckeye Drive,
Zanesville, OH 43701
Office 740-455-0792
Web www.coz.org
Email scott.bryant@coz.org

From: Stephanie Sheets
<Stephanie.Sheets@coz.org>
Sent: Wednesday, December 17, 2025
12:13 PM
To: Scott Bryant <Scott.Bryant@coz.org>
Cc: Scott Brown <Scott.Brown@coz.org>

Subject: FW: City of Zanesville Claim 2025-17/George Eckelbarger

From: Billie Corns
Sent: Wednesday, December 17, 2025 11:42 AM
To: Scott Brown <Scott.Brown@coz.org>
Cc: Stephanie Sheets <Stephanie.Sheets@coz.org>
Subject: City of Zanesville Claim 2025-17/George Eckelbarger

Good morning!

Exhibit A
Attachment for Ordinance 2026-04

Here is a completed claim form from George Eckelbarger. The hardcopy is in your mailbox.

Billie Corns

Zanesville City Council Clerk
401 Market Street
Zanesville OH 43701
(740) 617-4875




The City of Zanesville

14 Buckeye Drive, Zanesville, Ohio 43701
Phone: (740) 455-0631

Council-Mayor Government
Donald L. Mason, Mayor

Department of Public Service
Water Division
Scott A. Bryant, Superintendent

MEMO

TO: Scott Brown, Public Service Director
FROM: Scott A. Bryant, Water Superintendent 
DATE: December 18, 2025
RE: Claim 2025 - 17 – George Eckelbarger

This memo addresses Claim 2025 - 17 – George Eckelbarger. In reviewing the claim the Water Division's records indicate the following:

- On November 19, 2025 staff with the City of Zanesville Water Division was called to respond to the area in question to investigate a sink hole and observed a vehicle with tire damage. The car was a Jeep 4 x 4 license plate number FYC 9616. Records show the Jeep owner to be a separate claimant. Staff placed a steel plate and barricaded the hole.
- The Water Division returned the next day and assisted with repairing the roadway.
- Records show that the Water Division installed a water main under said roadway one (1) year prior to this incident utilizing directional bore method.
- It is noted on the claim filed, that the date of incident was 11-21-2025, this is two (2) days after the Water Division had secured the site and started repairs.

Please advise if you have any questions or require additional information.

RECEIVED

DEC 17 2025

CLERK OF COUNCIL

FOR CITY CLERK'S USE

CLAIM NO. 2025-17DATE REC. 12/17/2025**STATEMENT OF CLAIM AGAINST THE CITY OF
ZANESVILLE, OHIO****MAIL COMPLETED CLAIM TO:**

CLERK OF COUNCIL, 401 MARKET ST., ZANESVILLE, OHIO 43701

1. NAME OF CLAIMANT George Eckelbarger

1a. NAME OF SPOUSE IF APPLICABLE IN OWNERSHIP OF DAMAGED

PROPERTY 2019 Tacoma2. PROPERTY ADDRESS Zanesville, OH 437013. TELEPHONE NO. 740.607.91664. INFORMATION CONCERNING THE INCIDENT UPON WHICH CLAIM IS
BASED:A. DATE 11-21-2025 B. TIME 0630C. WEATHER CONDITIONS NormalD. EXACT LOCATION Alley behind Modern Glass
Corner of Commissioner and Peters Alley.

E. NAMES & ADDRESSES OF WITNESSES: IF NONE, SO STATE

Steve Overly - Modern Glass EmployeeF. WAS THE INCIDENT INVESTIGATED BY THE ZANESVILLE POLICE
DEPARTMENT OR OTHER CITY DEPARTMENT? YES ☒ NO ☒G. IF ANSWER TO 4-F IS "YES," PLEASE INDICATE DEPARTMENT THAT
INVESTIGATED AND/OR THE NAME OF ANY CITY EMPLOYEE WHO
MAY HAVE INVESTIGATED SAID OCCURRENCE:Street, Sewer and Water Department
Staff

Exhibit A
Attachment for Ordinance 2026-04

5. IN YOUR OWN WORDS, **STATE IN DETAIL** WHAT HAPPENED AND HOW IT HAPPENED (CONTINUE ON BACK IF NEEDED)

Driving to work (Modern Glass) entering
Peters Alley at Commissioner Street trucks
left front end bounced in and out of a
newly developed sink hole.

6. PROPERTY DAMAGE DETAILS

A. AMOUNT OF CLAIM FOR PROPERTY DAMAGE \$99.37

DO YOU HAVE HOMEOWNER'S INSURANCE? yes

- B. IF MOTOR VEHICLE DAMAGE IS CLAIMED, STATE YEAR, MAKE AND MODEL OF VEHICLE

2019 Toyota Tacoma

OWNER'S NAME AND ADDRESS George Eckeburger
4295 Dogwood Lane Zanesville

STATE WHETHER OR NOT VEHICLE WAS COVERED BY COLLISION INSURANCE _____ IF YES, NAME COMPANY AND AGENT

- C. **ATTACH ESTIMATES OR RECEIPT(S) OF COST IN CONNECTION WITH THE ABOVE CLAIM (VEHICLE OR PROPERTY). ESTIMATES OR RECEIPT(S) MUST BE FILED WITH CLAIM OR CLAIM CANNOT BE PROCESSED.**

7. WHERE ARE YOU EMPLOYED? Modern Glass and Paint

HOW LONG EMPLOYED ABOVE? 11 yrs

8. IF CLAIM IS FOR BODILY INJURY, STATE THE FOLLOWING:

A. NATURE OF INJURY NA

B. WERE YOU HOSPITALIZED? NO IF SO, WHERE? _____

Exhibit A
Attachment for Ordinance 2026-04

AND FOR HOW LONG? _____

C. WERE YOU ATTENDED BY A PHYSICIAN (IF YES) WHO? _____

PHYSICIAN ADDRESS _____

D. AMOUNT CLAIMED FOR BODILY INJURY DAMAGES _____

9. DO YOU KNOW WHETHER OR NOT THE CITY HAD BEEN NOTIFIED OF THE CONDITIONS OR CIRCUMSTANCES CONCERNING ANY STREET OR SIDEWALK DEFECT WHICH MAY HAVE BEEN INVOLVED IN THE INCIDENT WHICH GAVE RISE TO YOUR CLAIM PRIOR TO THE TIME OF OCCURRENCE OF SAID INCIDENT? IF YES GIVE DETAILS:

THE UNDERSIGNED _____ BEING FIRST DULY CAUTIONED AND SWORN DEPOSES AND SAYS THAT HE OR SHE HAS READ THE INFORMATION CONTAINED IN THE FOREGOING STATEMENT OF CLAIM AND THAT THE SAME IS TRUE.

SIGNATURE OF CLAIMANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS 17th DAY OF
December, 2023, 2025.

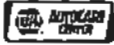

NOTARY PUBLIC



James S Furr Jr.
Notary Public, State of Ohio
My Commission Expires:
April 19, 2026

This document and any items submitted with it become a public record per the Public Records Act under Revised Code 149.43.

Exhibit A
Attachment for Ordinance 2026-04



Muffler & Tire Center

26 N. 6th St
Zanesville, OH 43701
740-452-0099

TEXT US ANYTIME, WE ARE HERE TO HELP 740-520-8950
HOURS OF OPERATION...MON TO FRI 7:00AM TO 4:30PM

12/17/2025 7:17:35 AM EST

Invoice #8479

Page:1

ECKLEBARGER, GEORGE

Phone: 740-607-9166

4295 DOGWOOD LANE
ZANESVILLE, OH 43701

Service Writer : Wes
Tag/State : Fex7408/OH

Vehicle : 2019 Toyota Tacoma 3.5 L 3456 CC V6 DOHC 24 Valve

VIN : 3TMCZ5AN1KM204056

Fleet #/Driver :

Odometer In : 86382

Created : 12/17/2025 6:57:03 AM EST

Odometer Out : 86382

Invoiced : 12/17/2025 7:17:15 AM EST

Labor/Notes

Technician

Description

Price

Tim

TWO WHEEL ALIGNMENT

\$89.95

2 WHEEL THRUST ALIGNMENT, INCLUDES COMPLETE INSPECTION OF ALL FRONT AND REAR SUSPENSION AND STEERING COMPONENTS. ADJUST CASTER, CAMBER AND TOE IN OF FRONT END TO FACTORY SPECIFICATIONS, STRAIGHTEN STEERING WHEEL IF NEEDED. DOES NOT INCLUDE REPLACEMENT OF ANY WORN OR DAMAGED PARTS.

Labor \$89.95

Shop Supplies \$2.70

Sales Tax Sales Tax @ 7.25% \$6.72

Total \$99.37

Credit Card (DISC): \$99.37

PAYMENT \$99.37

BALANCE DUE \$0.00

A 24 month or 24,000 mile warranty, whichever occurs first, is provided on all parts and labor unless otherwise specified. All local warranty repairs must be performed at this facility. For warranty service outside a 25 mile radius from your original repairing location, contact the NAPA AutoCare Warranty Administrator at 800-452-NAPA (6272). For warranty service inside a 25 mile radius from your original repairing location, please contact your original location for service.

CUSTOMER SIGNATURE _____ DATE _____

Exhibit A
Attachment for Ordinance 2026-04

MUFFLER-TIRE CENTER
26 N 6TH ST
ZANESVILLE, OH 43701
12/17/2025 07:18:15
CREDIT CARD
DISCVR SALE
Card # XXXXXXXXXXXX1123
Chip Card: Discover Credit
ATD: A0000001523010
SEQ #: 1
Batch #: 385
INVOICE 1
Approval Code: 01725Q
Entry Method: Chip Read
Mode: Issuer
SALE AMOUNT \$99.37

CUSTOMER COPY



THE CITY OF
Zanesville

401 Market Street • Zanesville, Ohio 43701
Phone (740) 617-4875
E-mail : council@coz.org

Council – Mayor Government

11-21 it Happened

RE: Claim 2025-16

Dear Claim Applicant:

Some questions on this form may not pertain to your claim. Attach your paid invoice(s) and any additional information you feel is relevant to the claim.

Also your signature needs to be notarized before it is returned.

You will receive a letter from the City Law Director after he reviews your completed claim.

Should you have any questions, please call me at 740-617-4875.

Sincerely,

Billie Corns

Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

ORDINANCE NO. 2026-05
INTRODUCED BY COUNCIL

AN ORDINANCE ALLOWING A MORAL CLAIM

WHEREAS, on December 9, 2025, Steve Overly, presented a legal claim against the City of Zanesville for reasons attached to Claim #25-16; and

WHEREAS, said claim was reviewed by the Law Director, David J. Tarbert, who determined that the City of Zanesville was not legally liable for said claim; and

WHEREAS, the basis of said claim is set forth in Exhibit A; and

WHEREAS, Law Director, David J. Tarbert, advised the claimant that although the City of Zanesville had no legal liability, he had a right to present a moral claim to City Council; and

WHEREAS, City Council has reviewed the claim and determined that said claim should be paid as a moral claim.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Zanesville, Ohio, that:

SECTION ONE: The proper City Official is hereby authorized to pay \$430.00 to Steve Overly, upon a valid release being executed, and said monies shall be taken from line item 101-7791-53408.

SECTION TWO: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2026

ATTEST: _____
Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This legislation approved as to form:

Donald L. Mason, Mayor

Law Director's Office

CITY OF ZANESVILLE

OFFICE OF THE LAW DIRECTOR

50 N. Fourth Street • Zanesville, Ohio 43701

740-617-4886 / 740-617-4889 • Fax: 740-453-2435

Email: lawdirector@coz.org

DAVID J. TARBERT
LAW DIRECTOR

SCOTT D. EICKELBERGER
EMILY STRANG TARBERT
ASSISTANT LAW DIRECTORS

December 9, 2025

Steve Overly
17634 Eston Road
Salesville, Ohio 43778

RE: **Claim No.: 25-16**

Dear Mr. Overly:

I have completed my review of the claim you filed against the City of Zanesville. It is one of my duties as Law Director to review such claims and advise the City as to whether or not legal liability exists against the City. Prior to the mid 1980's, governmental entities were generally immune from all liability. In 1985, the Ohio Legislature enacted new laws which still granted governmental entities immunity in most instances, but did provide some liability in a few limited situations.

With respect to any damage your vehicle may have sustained, we must inform you that the City, by statute, has certain immunities from liability for damages of this nature. Ohio Revised Code Section 2744.05 addresses these immunities. In general, in order to recover in a suit involving damage proximately caused by roadway conditions, including potholes, the party claiming damage must prove that either: 1) the City had actual or constructive notice of the pothole and failed to respond in a reasonable amount of time, or responded in a negligent manner, or 2) that the City, in a general sense, maintains its roadways negligently.

Therefore, your claim has been denied.

You do have the right to file a "moral claim" with the Zanesville City Council. A moral claim differs from a legal claim in that the City Council may decide that although the City is not legally liable for the claim, an ethical or moral reason exists to pay the claim. If you would like to file such a claim, you may contact your City Council person. If you are not sure who your Council Representative is, you may contact Billie Corns, Clerk of Council, at 740-617-4875.

Truly,



David J. Tarbert
Law Director

DJT:ab

Steve O

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Statement of Claim Against the City of Zanesville, Ohio

Sign in to Save
Progress



Donald L. Mason, Mayor

City of Zanesville

201 Market Street
Zanesville, OH 43701
Phone 740-455-4141
www.CZ.org

Claim No: 2025-16

Date Rec'd: 12/9/2025

First Name

Steve

Last Name

Overly

Name of Spouse if Applicable in Ownership of Damaged
Property

Address

17634 Easton Rd

City

Salesville

State

Ohio

Zip Code

43778

Phone Number

740-255-0905

Information Concerning the Incident upon which claim is
based:

RECEIVED

DEC 11 2025

CLERK OF COUNCIL

Exhibit A for Ordinance 2026-05

Date and Time:

11/19/25

10:00 am

Weather Conditions:

Clear, Cold, Dark

Exact Location:

Commissioner St and Peters alley,
Zanesville

Name and Addresses of Witnesses: (if none, please state none)

None

Was the Incident Investigated by the Zanesville Police Department or other City Department?*

☒ Yes City - Jaime ☐ No

If Answer above was "yes", please indicate the Department that investigated and/or the name of any City Employee who may have investigated said occurrence:

City - Jaime

In your own words, STATE IN DETAIL what happened and how it happened:

Driving and hit ^{large} pot hole and tire blew out

Property Damage Details: ~~###~~

Amount of Claim for Property Damage:

Do you have Homeowner's Insurance?

☐ Yes

☐ No

If Motor Vehicle Damage is Claimed:

Year:

2017

Make:

Jeep

Model:

Cherokee

Owners Name and Address:

Steve Overly

Is Vehicle Covered by Collision Insurance?

☒ Yes

☐ No

If yes, Name of Company and Agent:

State Farm

Attach to email ESTIMATES OR RECEIPT(s) of Cost(s) in connection with the above claim (Vehicle or Property) ESTIMATES OR RECEIPT(s) MUST be FILED WITH CLAIM OR CLAIM CANNOT BE PROCESSED.

Where are you Employed:

Modern Glass

How Long
Employed?

If claim is for bodily injury,
state the following:

Nature of Injury:

N/A

Were you
Hospitalized?

If yes, where?

For how long?

☐ Yes

☒ No

Were you
Attended by a
Physician?

If yes, who?

Physician's
Address:

☐ Yes

☒ No

Amount Claimed for Bodily
Injury Damages?

N/A

Do you know whether or not the City had been notified of
the conditions or circumstances concerning any street or
sidewalk defect which may have been involved in the
incident whic gave rise to your claim prior to the time of
occurrence of said incident?

☒ Yes

☐ No

If yes, give details:

Called Jaime

The undersigned being first duly cautioned and sworn
deposes and says that he or she has read the information
contained in this foregoing statement or claim and that the
same is true.

Signature of Claimant

John H. Oney

Sworn to and subscribed
before me this

_____ Day of

_____,
2020.

NOTARY PUBLIC

Exhibit A for Ordinance 2026-05

This document and any items submitted with it becomes a public record per the Public Records Act under Revised Code 149.43.

protected by reCAPTCHA
45

☒ Receive an email copy of this form.

Email address

SteveOverly64@yahoo

This field is not part of the form submission.

Submit

Submit and Print

* indicates a required field

Exhibit A for Ordinance 2026-05

11/21/2025 04:28pm

*** REPRINTED INVOICE ***

Page: 1 of 1



Elite Tire and Service -Lore City
17380 Featherwood Rd
Lore City, OH 43755
740-685-3800

Invoice #: 11347

Bill To:
CUSI #: 3197
STEVE OVERLY
17634 ESTEN RD SALVILL OH 43777
CELL: 740-255-0905

Unit #:
Vehicle: 2017 JEEP CHEROKEE
LIMITED
License: FYC9G1G
Mileage: In: 204123 / Out: 204123
VIN #: 1C4PLMDB6HWE12126
Torque: 100
Air Pres: 33.0 F / 33.0 R

Item #	Size	Description	Spec/Tech	Qty	Part	Parts	Labor	Extended
JS		JOB SUPPLIES	NW /	1	0.00	0.00	29.87	29.87
JOB		DIGITAL VEHICLE INSPECTION	NW /	1	0.00	0.00	0.00	0.00
NOTE: HE SAID HE BOTTOMED OUT IN A HUGE POTHOLE GOING LIKE 30MPH, DENTED 2 WHEELS, AND ROINED 2 TIRES, BUT CHECK IT THOROUGHLY AND GIVE HIM A CALL TO TELL HIM WHAT IT NEEDS BEFORE DOING ANY WORK								
28711826	225/60R19	FALKEN WILDEPEAK A/T TRAIL	JW /HLW /RW	1	0.00	255.00	0.00	255.00
NAB	MSB	TIRE MOUNT AND BALANCE - PASSENGER VEHICLES	JW /HLW /RW	1	0.00	0.00	0.00	0.00
NOTE: LUG NUTS MUST BE TORQUED TO THE MANUFACTURER'S RECOMMENDED VALUES, AND THEY MUST BE RE-TORQUED TO THOSE VALUES AFTER DRIVING APPROXIMATELY 50 TO 100 MILES ON YOUR NEW TIRES AFTER THE TIRE SERVICE. BOTH UNDER AND OVER TIGHTENING CAN BE DANGEROUS.								
TE		TIRE DISPOSAL FEE - PASSENGER / LT	NW /	1	0.00	3.99	0.00	3.99
OTI		OHIO TIRE TAX	NW /	1	0.00	1.00	0.00	1.00
JSJ		JOB SUPPLIES FOR TIRES	NW /	1	0.00	3.75	0.00	3.75
JOB		ALL WHEEL ALIGNMENT	JW /HLW /RW	1	0.00	0.00	109.66	109.66
ALW	AL4W	ALIGNMENT LAROP	JW /HLW /RW	1				
JOB SUBTOTAL:								109.66

We would love to hear
about your experience at
Elite Tire if you could Please
leave us a Google Review!
Thank You!



Comments:

Cash: 0.00 Check: 0.00
Credit Card: 430.00 On Acct: 0.00
Amount Tendered: \$430.00
Total: \$430.00
Change: 30.00

Name Acct Auth Amount
Visa 0412 700697 430.00

Parts: 263.74
Labor: 139.53
Subtotal: 403.27
Sales Tax: 26.73
Total: \$430.00

Customer Authorization:

Phone

Public Service Committee
Mike King, Chair

ORDINANCE NO. 2026 - 06
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO ENTER INTO A
CONTRACT WITH ENVIRONMENTAL DESIGN GROUP FOR PROFESSIONAL
ENGINEERING SERVICES FOR THE SS4A SAFETY ACTION PLAN PROJECT.**

WHEREAS, Ordinance No. 2025-103 authorized the administration to enter into a federal grant agreement with the United States Department of Transportation ("USDOT") for development of a Safe Streets and Roads for All ("SS4A") Safety Action Plan for the City of Zanesville; and

WHEREAS, the City of Zanesville selected ENVIRONMENTAL DESIGN GROUP (EDG) per the Ohio Revised Code 153.65 – 153.715 for the professional engineering services required for the project; and

WHEREAS, the administration would like to proceed with the professional engineering services for the project as detailed substantially in the form set forth in Attachment A.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio, that:

SECTION ONE: The proper City official is hereby authorized to enter into a contract with EDG for the professional engineering services for the SS4A Safety Action Plan project.

SECTION TWO: The total estimated cost of the plan is \$265,000 with 80% of the eligible costs up to \$212,000 provided as federal grant funding through USDOT run through City line item 215-6531-S3225 and the 20% local share estimated to be \$53,000 run through City line item 101-7791-S3225.

SECTION THREE: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2026

ATTEST: _____
BILLIE CORNS,
Clerk of Council

DANIEL M. VINCENT,
President of Council

APPROVED: _____, 2026

THIS LEGISLATION APPROVED
AS TO FORM

DONALD MASON,
Mayor

LAW DIRECTOR'S OFFICE

PROJECT UNDERSTANDING

This project is to develop a comprehensive safety action plan that addresses the myriad roadway safety challenges present in diverse locations, intersection types, and modal viewpoints throughout Zanesville. The plan should not only reactively analyze historical data but also proactively identify systemic factors. This involves categorizing and ranking these challenges, evaluating potential treatments in line with USDOT Proven Safety Countermeasures, and strategically prioritizing issues for intervention based on a blend of stakeholder input, City initiatives, and cost-effectiveness. A detailed implementation strategy will be created for a select subset of these identified issues, encompassing project specifics, budgetary considerations, and a benefit-cost analysis. Furthermore, this plan will meet all requisites set by USDOT to qualify for SS4A Implementation Grant funding and will serve as a roadmap for the region's roadway safety projects over the coming decade. The overarching objectives are firstly, to bolster regional road safety with a forward-thinking plan that adheres to USDOT guidelines, and secondly, to ensure the region is well-placed to secure future SS4A funding. Our approach will integrate specified focus areas for safety improvement as well as predicted traffic flow increases and impacts throughout the City. The proposed scope of services is outlined below, and we have also included a list of assumptions and exclusions that will help clarify the intended scope of work, both for you and for Environmental Design Group.

SCOPE OF SERVICES

The services to be performed by Environmental Design Group in accordance with this proposal are as follows:

Task 1 – Organization, guidance, and tracking of planning process

We will assess existing policies, procedures, and the overall performance of the transportation network within Zanesville based on available documents and materials from the City, the County, and ODOT.

We will then conduct a technical review of applicable and available studies previously completed, extracting notable findings, successful components, and pertinent recommendations.

We will facilitate a kick-off and goal-setting meeting with the Safety Action Plan Committee (made up of members selected by Zanesville). The location, invites, and site coordination to be provided by the City. At this meeting, we will present the planning process, determine Safety Action Plan Committee goals, discuss public involvement plans, and chart out the framework for Safety Action Plan Committee meetings. We will formulate a vision, leadership commitment statement, and resolution, capturing the City's dedication and strategic approach toward enhancing transportation safety. We will follow up this meeting with a document detailing the established project plan reflective of the broader goals of the region, encapsulating the work plan, timeline, public engagement opportunities, and milestone identification. Safety Action Plan Committee will distribute the project information to the communities.

We expect to prepare presentations for the Safety Action Plan Committee to explain and frame key decisions to be made. These meetings are anticipated to happen:

- 1) At the beginning of the planning process to guide outreach and data gathering priorities, as described above,
- 2) After comprehensive data has been gathered to guide prioritization priorities, and
- 3) Before a final report has been completed to guide focal points for a future SS4A Implementation Grant application.

These meetings are expected to be in person, and we have included travel time in this scope.

We anticipate up to four virtual (4) progress meetings at six (6) to eight (8)-week intervals.

We will regularly track progress, providing written monthly progress reports, and check-in meetings as needed, with the City's main points of contact. This task also includes internal team coordination, project management, QA/QC Review, project setup, and other organizational tasks. We anticipate project management to be ten (10) hours per month for Environmental Design Group's project manager, 0.5 hours per month for Director/Lead Planner, plus Clerical time for invoicing and project setup.

Deliverables for this task include a project work plan and three (3) presentations.

Task 2 – Data Collection and Safety Analysis

To build a safe transportation system for all users and modes, we must understand the current state of safety. Our team's approach will be data-driven to understand the 'where'—the high-crash locations, the 'who'—people impacted, and the 'what' user mode.

Our team will work with the City to integrate the latest available safety data into the Safety Action Plan to form a complete/updated **georeferenced crash database** that will inform the data, policy, and equity analyses. The centralized geodatabase will include roadway segments and their characteristics (such as AADT, lanes, speeds, etc.) along with land use typology/density to understand factors that contribute to crash types, severities, and affected users.

Our data analysis will primarily focus on the following:

- 1) **Summary Statistics Analysis** – using the database, organizing data into charts and key takeaways, identifying regional safety trends, and analyzing the location(s) where there are crashes, the severity, as well as contributing factors and crash type,
- 2) **Systemic Analysis and High-Risk Network Development** – using the roadway segment database incorporating roadway characteristics and land use context, creating crash trees to help identify features that contributed to heightened crash risk, and creating a High-Risk Network,
- 3) **Cross-analysis of this data-based High-Risk Network** with the committee-defined priority areas such as transit routes, non-motorized activities, and historically disadvantaged areas such as those with high rates of poverty, English as a Second Language (ESL) communities, and/or disabled individuals and
- 4) **Crash Mapping and High Injury Network Development** – using the crash data, street segment database, and demographic/user characteristics, we will develop a High Injury Network based on the best practices we have used and researched. We will separate the crashes involving Vulnerable Road Users (VRUs) because the probability of severe or fatal injuries is significantly higher during a vehicle and non-vehicle collision. Separating the user mode will also help identify if some locations have a disproportionate number of crashes involving vulnerable users.
- 5) **Assess Existing Conditions** in terms of transportation planning – Inventory roadway, traffic, pedestrian, bicycle, and transit systems; review congestion points and current development trends.

The resulting identified high-priority, high-crash areas will be analyzed. For an initial proof of concept for the methodology and tools, we will assume up to 20 detailed analyses, which would be a mixture of intersections and roadway segments. Subsequent decisions on the number of detailed analyses will be determined in consultation with the Safety Action Plan Committee.

The deliverable for this task will be the georeferenced database with comprehensive categorization and showing roadway safety challenge locations from both a reactive and systemic perspective.

Task 3 – Engagement and Collaboration

We will develop and implement a comprehensive public involvement strategy to ensure broad and inclusive participation from the general public, private sector, community groups, and residents throughout the planning process. This strategy will include engagement with historically disadvantaged communities.

We will develop a project-specific website, which will be accessible through the City of Zanesville website, to inform the public and feature a digital survey for comment. This initiative will be in collaboration with the Safety Action Plan Committee, integrating existing agency resources and procedures. Additionally, we will create an interactive mapping application that allows the public to pinpoint locations where they perceive safety issues.

We will facilitate two (2) public engagement opportunities, to be determined at project kickoff, to provide awareness and seek public feedback. These events could be booth at a City event, speaking at a pre-established event, or hosting a formal, traditional Public Meeting.

The meetings will be designed in collaboration with the Safety Action Plan Committee. The City will coordinate the location, time, site needs, and invitations (if applicable) for the meetings. We will provide materials for the presentation and distribution.

Additional engagement methods may be used, such as engaging focus groups and leveraging town halls, to help capture insights from underrepresented populations, advocacy groups, business leaders, and the schools.

We will record all aspects of public engagement in the Plan. This documentation will offer a summary of the public engagement and outreach components integral to the plan development process. We will review and summarize public comments, focusing particularly on the identification of potential High-Risk Locations.

Task 4 – Policy and Process Changes

We will request from the City/Safety Action Plan Committee members and review documented policies and procedures to pinpoint opportunities for enhancing the prioritization of transportation safety. Some of these policies may be things like established mailbox locations, utility location agreements, shoulder widths, drainage procedures, etc. We will identify potential policy changes for discussion with the City. After a technical review and documentation of existing City policies and procedures related to roadway safety initiatives, we will develop recommendations for modifying these existing policies and procedures based on the findings and goals of the Safety Action Plan.

Deliverables for this task are a document outlining current policies and procedures with proposed changes/adjustments.

Task 5 – Determination of priority focus areas

Utilizing the data collected and analysis from Task 2, priorities identified through Task 3, initial directives for City-specific focus areas, and additional stakeholder conversations, we will present the results in a technical memorandum to the Safety Action Plan Committee for review and selection of Priority Locations throughout the City, which may include roadways maintained by ODOT or Cities. Up to ten may be considered Systemic Countermeasure Priority Locations in which low-cost and/or simple countermeasures are predicted to provide a significant safety benefit. Particular attention will be given to ensuring that the plan addresses areas and user groups with higher exposure or greater risk, so that improvements benefit the full range of roadway users across the community.

As part of this task, we will create Priority Pedestrian and Bike Route Maps. These maps will depict common, expected, and/or likely routes for each mode of transportation, with priority improvements identified along those routes.

Deliverables for this task include a memo with discussion, a map of priority road segment/intersection types/locations with clearly written justification and methodology for location identification, and the specific Pedestrian and Bike Route Priority Maps.

Task 6 – Development of specific treatments for priority focus areas

The final plan will advance concepts for a shortlist of projects that are most competitive for a federal funding request in 2024 and will include Regional Strategies and Action Items that will focus on policies, programs, and projects that impact the entire region and individual communities. Infrastructure recommendations will be evidence-based and data-driven, addressing data findings from the data and outreach efforts. Non-infrastructure recommendations will be tied back to clear evidence.

We will create an implementation plan for improvements derived from the USDOT Proven Safety Countermeasures for all prioritized locations or a subsegment of those locations that include, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit-cost analysis.

The deliverable for this task is an implementation plan for specific roadway safety challenge locations. Recommendations will range in terms (short, medium, and long) as well as cost to implement (low, medium, and high).

Task 7 – Completion of SS4A-approved action plan

We will document the work described herein into a formatted report. This document will include all USDOT-required components for safety action plans such that the plan is eligible to be used for SS4A implementation funding. We will provide this draft to the City for review/comment and after incorporation of one round of comments, we will provide the final draft.

We will provide a resolution to be considered for the City's commitment to zero fatalities by a certain year and a plan for progress and transparency beyond the finalized plan. These are required components of a compliant SS4A Comprehensive Safety Action Plan, per USDOT.

Deliverables for this task include a Final summary report that includes data, analysis, process summary, a resolution, a plan for progress/transparency, and summary of how the completed plan meets USDOT SS4A requirements and a final summary of recommended safety projects for the ten (10)-year period.

Task 8 – Transportation Master Plan

We will produce a transportation master plan for 2050 to create a long-range, data-driven roadmap for how the City will manage future growth, address existing traffic challenges, and provide safe and efficient mobility options for all users through the year 2050. The plan will guide infrastructure investments and policy decisions as the City experiences rapid residential and commercial development driven by regional growth and increased commuter traffic from the Columbus metropolitan area. It will evaluate how people and goods move throughout the City today, identify where the network is under stress, and establish a coordinated vision for a connected, multimodal, and sustainable transportation system that supports the City's economic and community goals.

Analysis of existing conditions and public engagement for this task will be performed in Tasks 2 and 3. Additional tasks specific to the transportation master plan will include:

- Forecast Future Growth and Travel Demand – Use regional and local data to estimate 2050 traffic volumes and travel patterns considering anticipated population and employment increases.
- Develop Multimodal Network Strategies – Identify roadway, intersection, transit, bicycle, and pedestrian improvements needed to support projected growth.
- Evaluate and Prioritize Projects – Develop cost estimates and rank short-, mid-, and long-term improvements based on congestion reduction and community benefit. These are in addition to those outlined in Task 6.
- Create Implementation and Funding Plan – Outline phasing, potential funding sources, and coordination with regional partners such as ODOT and OMEGA.

The final Transportation Master Plan will serve as a guiding document for future capital improvements, grant applications, and development review, ensuring that the City's transportation network evolves strategically and sustainably as growth continues through 2050.

PROJECT QUOTATION

LUMP SUM INCLUDING REIMBURSABLES

Environmental Design Group's fee for these professional services will be a **lump sum of Two Hundred Sixty-Five Thousand Dollars and Zero Cents (\$265,000.00)**. This offer remains valid for thirty (30) days; acceptance thereafter is subject to our approval. Reimbursable expenses (i.e., prints, reproductions, photos, mileage, consultant and agency fees, etc.) are included in the price shown for professional services. From the date of acceptance of this agreement, the above fees will apply for one (1) year. If the work is not completed during that period, the agreement may be subject to renegotiation.

PROJECT SCHEDULE

We understand the intention is to complete the Comprehensive Safety Action Plan in October 2026, contingent upon a notice to proceed in October 2025.

ASSUMPTIONS AND EXCLUSIONS

Below is a list of assumptions and exclusions that apply to our proposal for technical services for this project. These items were considered while defining the scope and cost of our services. These assumptions and exclusions also describe responsibilities both of Environmental Design Group and the Client, in the event there is a need for work outside the defined scope of services.

1. Unless the Client designates an alternate in writing, the person signing the agreement will be considered the Client's only official representative with respect to this agreement.
2. Client will provide engineering and surveying data and other existing information in the client's possession to Environmental Design Group that may be useful in the performance of the professional services described in the proposal. These items include

Ordinance 2026-06 Attachment A

Scope of Services, Fee, Assumptions
Zanesville Comprehensive Safety Action Plan
24-00515-02P

October 8, 2025

Page 5

- Environmental Site Assessments, Wetland Delineations, Boundary Surveys, Topographic Surveys, ALTA Surveys, plans and specifications of existing facilities and similar documents.
3. Client will make all provisions for Environmental Design Group personnel to enter upon public and private lands as required to perform the described services.
 4. This proposal outlines the agreed upon scope of services. It supersedes any other previous requests, discussions, or versions including request for proposals or other owner initiated scope documents.
 5. This proposal is based upon the current regulations of the applicable local, county and state regulatory agencies. While Environmental Design Group does not anticipate major changes in these regulations, changes in rules adopted by the agencies during the project process may affect the fees quoted herein and Environmental Design Group reserves the right to renegotiate such fees accordingly.
 6. Fees for Permits or Plan Reviews or any other fees to governmental agencies are not included in this proposal. It is the responsibility of the Client to pay these fees at the time of submittal if any such fee is encountered.
 7. Environmental Design Group offers professional services and will work to accomplish the client's goals, but the fees established herein shall be paid regardless of the outcome. Environmental Design Group will advise the Client on the likely approvability of the project, but cannot guarantee that the desired approvals by regulatory agencies will be granted. Unfortunately, such approvability is not certain until the project has gone through the entire regulatory processes.
 8. Environmental Design Group has included normal review durations by the public agencies, based on our experience, in the project schedule contained herein. However, the actual duration of such reviews is beyond the control of Environmental Design Group and extended review periods may impact and/or delay project completion.
 9. If Environmental Design Group identifies an event or condition which under applicable law requires a report or notification to a government agency, the Client will report or notify the appropriate agency. Any additional costs associated with reporting or documentation to a government agency, will be the responsibility of the Client.
 10. This proposal has been based on a continuous project development process from start to finish. After the project is authorized, should the project be put on hold by the Client, or otherwise be pursued in a start-stop-resume manner, Environmental Design Group reserves the right to renegotiate the fees established herein to account for the extra costs resulting therefrom.
 11. Opinions of construction cost or estimates of construction cost prepared by Environmental Design Group under this agreement are just that. Environmental Design Group does not warrant or guarantee that the project can be constructed for those amounts and the Client agrees that Environmental Design Group cannot be held liable for any discrepancies between bid costs and our opinions or estimates.
 12. The scope of work contained in this proposal is for a master plan level conceptual planning document, it does not include any specific engineering analysis or work that can be construed as detailed design or construction documents. In addition, site conditions will be evaluated from a master plan conceptual perspective; we will not be conducting formal environmental, ecological, geotechnical, survey, or other site or infrastructure assessments. Any work in these areas will be general observations only.
 13. The proposed field reconnaissance will be to understand general conditions of the area and should not be construed as any formal survey including identification of subsurface, boundary, topographic, right-of-way, ecological, environmental, or geotechnical conditions. Any identified locations of features will be general in nature and should not be construed as actual surveyed locations.

Scott Brown
Public Service Director

ORDINANCE NO. 2025-143
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING THE CITY ENGINEER BUDGET
MOVE FROM THE GENERAL FUND TO THE ENTERPRISE FUNDS**

WHEREAS, Ordinance #2022-132 presently governs the authorized Service Cost Allocation Plan for the City's Enterprise Funds; and

WHEREAS, the Administration would like to amend the Allocation Plan; and

WHEREAS, the City Engineer appears in General Fund 101-7791; and

WHEREAS, the City would like to eliminate group 7791 from the general fund; and

WHEREAS, the City would like to allocate group 7791 to the enterprise funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The following general fund group 101-7791 shall be removed from the Service Cost Allocation Plan.

SECTION TWO: The following general fund group 101-7791 shall be removed from the General Fund.

SECTION THREE: The following groups shall be created: 603-7791, 604-7791, 608-7791, and 650-7791.

SECTION FOUR: The previously established 101-7791 shall be split 25 %(603), 25 %(604), 25 %(608), 25 %(650).

SECTION FIVE: Other ordinances or resolutions or any part of any ordinance or resolution inconsistent herewith, regardless of effective date, are hereby amended or repealed as necessary to effectuate the goals of this Ordinance.

SECTION SIX: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ORDINANCE NO. 2025-143

PASSED: _____, 2026

ATTEST:

Billie Corns
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2026

This legislation approved as to form:

Donald L. Mason
Mayor

Law Director's Office

Scott Brown
Public Service Director

ORDINANCE 2025-144
INTRODUCED BY COUNCIL

**AN ORDINANCE AUTHORIZING A MAXIMUM SCHEDULE OF
POSITIONS FOR THE CITY OF ZANESVILLE'S WORKFORCE**

WHEREAS, Ordinance #2025-118 presently govern authorized workforce positions for the various City offices and departments; and

WHEREAS, the Administration would like to amend the maximum strength in order to continue efficient operation of various departments; and

WHEREAS, a periodic update of the Maximum Strength Ordinance is necessary to incorporate changes made necessary for the operational needs of the City; and

WHEREAS, the City would not be permitted to pay its employees without Council amending the authorized workforce positions; and

WHEREAS, the Public Service Director has requested that a Job Classification for (1) Crew Leader be added for Parks/Cemetery to Schedule B.

WHEREAS, the Public Service Director has requested that a Job Classification for (3) Maintenance Worker (Seasonal) be added for Parks Schedule B.

WHEREAS, the Public Service Director has requested that Job Classification Maintenance Worker (Trainee) be removed from Parks, Airport, Water, Sewer, Street, Refuse, Cemetery and Vehicle Maintenance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The following maximum schedule of positions for the various City offices and departments, effective with the passage of this ordinance, be and is hereby authorized. Each of the following sections, numbered 101-1021, etc., is hereby declared to be a separate and distinct section for the purposes of this ordinance.

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-1121	PUBLIC SAFETY:	
	Parking Enforcement Officer (Seasonal)	1
	Public Safety Director	1
101-3281	PARKS:	
	Crew Leader (Parks and Cemetery)	1
	Vehicle Operator (Recreation)	1
	Vehicle Operator (Recreation) (upgrade only)	1
	Maintenance Worker	4
	Maintenance Worker (Seasonal)	10
	Maintenance Worker Trainee	1
101-4381	BUILDING & CODE ENFORCEMENT:	
	Administrative Secretary to the Safety Director	1
	Building Inspector	1
	Code Enforcement Officer/Building Inspector	1
	Code Enforcement Officer	2
	Code Enforcement Officer/Weed, Litter and Property	
	Preservation Manager	1
	Weed and Litter Control Laborer	2
	Crew Supervisor (Seasonal)	2
	Maintenance Worker (Seasonal)	6
101-7661	MAYOR:	
	Executive Secretary	1
	Floating Administrative Assistant (Full Time)	2
101-7681	AUDITOR:	
	Accounting Specialist	1
	Auditing Specialist	1
	Deputy Auditor	1
101-7682	TREASURER:	
	Deputy Income Tax Administrator	1
	Deputy Treasurer	1
	Income Tax Administrator	1
	Income Tax Auditor/Investigations	1
	Income Tax Clerk II	2
	Income Tax Clerk III	1
	Payroll Manager full-time	1
	Treasurer Office Assistant (part-time)	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-7691	LEGAL DEPARTMENT:	
	Assistant Law Directors (80% of wages paid by City):	
	Civil	1
	Prosecutions	1
	Paralegal (70% of wages paid by City)	1
	Victim/Witness Coordinator (100% paid by City)	1
101-7705, -7791	PUBLIC SERVICE ADMINISTRATION:	
	Administrative Secretary to Public Service Director	1
	City Engineer	1
	Assistant City Engineer	1
	Deputy Director/Public Service	1
	Engineering Technician	1
	GIS Specialist	1
	Public Service Director	1
	Public Service Student Apprentice	30
101-7712	CITY COUNCIL:	
	Clerk of Council	1
	Deputy Clerk of Council (on-call)	1
101-7721	MUNICIPAL COURT:	
	Court Bailiff (60% of wages paid by City)	1
	Deputy Court Bailiff	1
	Deputy Court Clerk	3
	Municipal Court Clerk (60% of wages paid by City)	1
	Municipal Court Bookkeeper (part-time)	1
101-7771	CIVIL SERVICE COMMISSION:	
	Civil Service Employment Coordinator	1
101-7781	CITY HALL:	
	Custodial or Maintenance Worker	1
101-7782	CITY MAINTENANCE:	
	City Maintenance Supervisor	1
	General Service Worker	2
	HVAC Technician/Plumber	2
	Master Electrician	1
	Electrical Technician	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-1021	CITY TRAFFIC:	
	Traffic Signal Supervisor/Programmer	1
	Traffic Signal Crew Leader/Programmer	2
	Traffic Signal Technician I	2
101-7861	HUMAN RESOURCE DEPARTMENT:	
	Human Resource Manager	1
101-7862	IT DEPARTMENT:	
	Information Technology Administrator	1
	IT Network Engineer	1
	IT Technician	2
101-7863	BUDGET & FINANCE:	
	Budget & Finance Director	1
101-7864	PURCHASING:	
201-1111 to 201-1115	POLICE:	
	Communications Operator	11
	Custodial or Maintenance Worker	1
	Police Commander	3
	Police Chief	1
	Police Lieutenant	0
	Police Officer	49
	Police Officer (6-month training, Max 13 pay periods)	2
	Police Clerk	7
	Police Sergeant	7
	Property Room & Impound Clerk	1
202-6541, -6571, -6651, -6991	STREETS:	
	Maintenance Worker	8
	Maintenance Worker (Seasonal)	7
	Maintenance Worker Trainee	1
	Secretary to Street and Refuse Superintendent	1
	Sign Painter	2
	Sign Painter (upgrade only)	1
	Street Maintenance Supervisor	1
	Street and Refuse Superintendent	1
	Vehicle Operator	5
	Vehicle Operator (upgrade only)	2

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
250-1191	JAIL:	
	Assistant Jail Administrator	1
	Corrections Officer	23
	Corrections Officer (6 month training)	1
	Jail Administrator	1
	Senior Corrections Officer (upgrade only)	1 per shift
260-1161	PROBATION:	
	Chief Probation Officer	1
	Probation Officer	1
	Secretary to Probation Officer	1
270-1041	FIRE:	
	Assistant Fire Chief (56 hr.)	3
	Assistant Fire Chief (40 hr.)	1
	Fire Chief	1
	Fire Fighter	42
	Fire Fighter (6-month training, Max 13 pay periods)	2
	Fire Fighter/EMT – Basic (Upgrade Position)	2
	Fire Fighter/EMT – Intermediate (Upgrade Position)	2
	Fire Fighter – Paramedic (Upgrade Position)	2
	Fire Lieutenant	9
	Fire Lieutenant/EMT – Basic (Upgrade Position)	2
	Fire Lieutenant/EMT – Intermediate (Upgrade Position)	2
	Fire Lieutenant – Paramedic (Upgrade Position)	2
	Secretary to Fire Chief	1
304-4361	COMMUNITY DEVELOPMENT:	
	Administrative Secretary to CD Director	1
	Associate Planner	3
	Community Development Director	1
	Fair Housing Coordinator (Upgrade Position)	1
	Planning & Zoning Administrator	1
	Redevelopment Administrator	3
601-6611	AIRPORT:	
	Airport Attendant	1
	Airport Manager (full-time)	1
	Maintenance Worker (Seasonal)	1
	Maintenance Worker Trainee	1

SECTION

NUMBER OF
CLASSIFICATIONS
BY DIVISION

602-2171

CEMETERY:

Cemetery & Parks Superintendent	1
Maintenance Worker	2
Maintenance Worker (Seasonal)	6
Maintenance Worker Trainee	1
Secretary to Parks & Cemeteries Superintendent	1
Vehicle Operator	1
Vehicle Operator (upgrade only)	1

603-5470, -5471, -5472, -5473

WATER:

Maintenance Worker	10
Maintenance Worker (Seasonal)	3
Maintenance Worker Trainee	1
Plant Maintenance Mechanic	1
Public Service Auditor	1
Secretary to the Water Superintendent	1
Utilities Billing Clerk I	3
Utilities Billing Clerk I (Part-Time)	1
Utilities Billing Clerk II	2
Utilities Billing Supervisor	1
Vehicle Operator	6
Vehicle Operator (upgrade only)	6
Water Lab Analyst	1
Water Maintenance Crew Leader	2
Water Maintenance and Metering Supervisor	1
Water Plant Operator	4
Lead Water Plant Operator	1
Water Superintendent	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
604-5451, -5452	SEWER:	
	Deputy Wastewater Superintendent	1
	Environmental Coordinator	1
	Industrial Wastewater Technician I	1
	Industrial Wastewater Technician I (upgrade position)	1
	Industrial Wastewater Technician II	1
	Industrial Wastewater Technician II (upgrade position)	1
	Maintenance Worker	5
	Maintenance Worker (Seasonal)	5
	Maintenance Worker Trainee	1
	Plant Maintenance Mechanic	4
	Plant Maintenance Mechanic (upgrade position)	4
	Plant Maintenance Mechanic Foreman	1
	Secretary to the Wastewater Superintendent	1
	Wastewater Collections Crew Leader	1
	Wastewater and Storm Collections Supervisor	1
	Sewer/Drainage Technician	1
	Vehicle Operator	4
	Vehicle Operator (upgrade position)	2
	Wastewater Field Technician	1
	Wastewater Field Technician (upgrade position)	1
	Wastewater Laboratory Analyst	1
	Wastewater Laboratory Supervisor	1
	Wastewater Plant Operator	5
	Lead Wastewater Plant Operator	1
	Wastewater Superintendent	1
608-5462	STORM SEWER:	
	Storm Water Program Manager	1
620-3261	SECREST AUDITORIUM:	
	Maintenance Worker (Seasonal)	1
	Secrest Auditorium and Entertainment Director	1
	Secrest Auditorium and Entertainment Deputy Director	1
	Administrative Assistant to Auditorium Manager	1
	Marketing and Events Coordinator (part-time)	1
	Secrest Auditorium Box Office Administrator	1
	Stage Technician	15
	Technical Director	1
	Stage Hand/Custodian	30

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATION BY DIVISION</u>
650-5481	REFUSE:	
	Litter/Recycling Coordinator (upgrade only)	1
	Maintenance Worker (Seasonal)	4
	Maintenance Worker Trainee	1
	Refuse Collection Vehicle Operator	5
	Refuse Collection Vehicle Operator (upgrade only)	4
	Refuse Collection Supervisor	1
	Refuse Collector	10
700-7631	VEHICLE AND EQUIPMENT MAINTENANCE:	
	Fleet Manager	1
	Maintenance Garage Coordinator	1
	Maintenance Worker (Seasonal)	2
	Maintenance Worker Trainee	1
	Vehicle Mechanic	4
	Vehicle Mechanic (upgrade only)	1
	Vehicle Service Worker	1

SECTION TWO: Other ordinances or resolutions or any part of any ordinance or resolution inconsistent herewith, regardless of effective date, are hereby repealed.

SECTION THREE: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2026

ATTEST: _____
 Billie Corns
 Clerk of Council

 Daniel M. Vincent
 President of Council

APPROVED: _____, 2026

This legislation approved as to form:

 Donald L. Mason, Mayor

 Law Director's Office