



THE CITY OF
Zanesville

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Council – Mayor
Government

PUBLIC SERVICE COMMITTEE AGENDA

The meeting will be held in Council Chambers at Zanesville City Hall,
401 Market Street, Zanesville, OH
Monday, May 8, 2023 at 5:00 p.m.

This meeting is for discussion pertaining to the upcoming Ordinances, Resolutions, and items of the Public Service Committee for review as follows. Meetings are open to the public in person, by phone, or online via WebEx. Connection information is below.

1. **Roll Call**
2. **Approval of Minutes of April 10, 2023**

Ordinances

3. **Ordinance No. 2023-44** – Introduced by Council – An Ordinance authorizing the Public Service Director to accept the lowest and best bid, even though it came in above the city's initial estimates, for the installation of truck service bodies, and declaring an emergency.

Discussion Items

4. **A Citywide Composting Program**

The next regular meeting is scheduled for June 12, 2023.

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.
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PUBLIC SERVICE COMMITTEE – APRIL 10, 2023

The Public Service Committee met on April 10, 2023 at 5:00 p.m. in Council Chambers at City Hall, 401 Market Street, Zanesville, OH 43701.

Mr. Roberts: It is 5 p.m. I'm going to go ahead and call this meeting of the Public Service Committee to order. Can we have roll call?

Committee Members Present: Councilperson Andrew Roberts, Chairperson; Councilperson Joey Osborn; Councilperson Cody Pettit; and Councilperson Mark Ballmer were present in person.

Others present in person:

Jan Bradshaw, Councilperson
Scott Brown, Public Service Director
Billie Corns, Clerk of Council
Chris Crook, Times Recorder Reporter

Lisa Hittle, IT
Chip Saunders, City Engineer
Dan Vincent, President of Council

Mr. Roberts: I'll entertain a motion on the minutes of March 13, 2023.

Mr. Pettit moved to approve the minutes dated March 13, 2023 as presented. Mrs. Osborn seconded the motion.

Mr. Roberts: A motion and a second. Any discussion? All those in favor, aye. Opposed same sign.

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

Mr. Roberts: Motion carries. On to business, Ordinance 2023-32.

ORDINANCES

Ordinance No. 2023-32 – Introduced by Council – An Ordinance authorizing participation in the ODOT winter contract for road salt awarded in 2023 and declaring an emergency.

Scott Brown: Standard, every year. This year actually ODOT gave us the language. A lot of times they force us to do it ourselves. This year they were kind enough to give us their ordinance, so this is exactly what they want. They gave a very short timeframe to turn it around. We've got to have it to them by the end of the month.

Mr. Roberts: I'll entertain a motion to recommend to Council passage and waiving the readings as an emergency.

Motion made by Mr. Pettit to recommend to Council passage and waiving the readings as an emergency. It was seconded by Mrs. Osborn.

Mr. Roberts: Moved by Mr. Pettit and seconded by Mrs. Osborn. All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries.

Ordinance No. 2023-33 – Introduced by Council – An Ordinance authorizing the Public Service Director to apply for an OPWC (Ohio Public Works Commission) grant and zero interest loan and execute contracts in connection with the Round 38 State Issue 1 Program, if approved.

Chip Saunders: I'll take care of this one. Going along with what Scott said, this is an every year thing. This will be for us to apply for our Public Works funding at the end of August, beginning of September. So we've got plenty of time; it can just go through the normal cycle, no waiving or emergency readings.

Mr. Roberts: And Chip, just for the benefit of our newest councilperson, this is for paving, correct?

Chip Saunders: Yes, we go after, we can get about \$400,000 of grant funds every year. And then we typically throw about 25 percent of a match on top of that. And it's a major funding source for us to pave local streets, as opposed to the state routes. We have to go another route for that.

Mr. Roberts: And with Chip's and Scott's diligent work, they were able to keep our, this was the one that we were going to lose money, right?

Chip Saunders: No, that was our allocation, and that would be to pave our state routes and our federal-aid routes.

Mr. Roberts: So, this isn't that one?

Chip Saunders: No, this one we have to apply for every year.

Mr. Roberts: Well, they still do a good job.

Chip Saunders: We've had a pretty good record of getting the grant though.

Mr. Roberts: I'll entertain a recommendation to Council.

Motion made by Mrs. Osborn to recommend to Council. It was seconded by Mr. Pettit.

Mr. Roberts: Moved and second. Any further discussion? All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries. 34?

Chip Saunders: Thank you.

Ordinance No. 2023-34 – Introduced by Council – An Ordinance authorizing the Public Service Director to advertise for bids and enter into a professional contract for disposal of bio-solids from the City’s Wastewater Treatment Facility.

Scott Brown: We’re required, every three years, to bid out our bio-solids at the Wastewater Plant. We did it in 2020, so this would be our three-year process. We’re ready to go. We’ve got the bid books and everything prepared. So we’re ready to go out for bid. So if Council would entertain waiving the readings on this one, it would be much appreciated.

Mr. Roberts: And Scott, just to remind us, where are we taking the stuff to now?

Scott Brown: So, this bid is going to be a little bit different, thank you. In the past, the near-recent past, there was a company called Quasar that had an anaerobic digester that was on 22 south of town. And we had a pretty good agreement there by contract to take it to there. For one reason or another, that facility is no longer in operation. So, this bid is going to be multiple parts. We will price out what it’ll take to take the material directly to a landfill and get a price for that. We will also price out what it would take to have a third party come pick up the material and then apply it to a field and go from there. The big thing with applying it to a field is that you can only stockpile it for up to 90 days. So if you have a brutal winter where the ground is frozen and snow-covered for multiple months, it can become a problem. So, other than that, land application is typically the best solution because there’s no tipping fees like there would be at a landfill. You would just have the trucking fees to get it from point A to point B. So we’ll see how the bids pan out.

Mr. Roberts: Sounds good. Any questions from the committee? I’ll entertain a motion to recommend to Council.

Motion made by Mr. Pettit to recommend to Council and to waive the readings. It was seconded by Mrs. Osborn.

Mr. Roberts: A motion and a second. Any further discussion? All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries. 35?

Ordinance No. 2023-35 – Introduced by Council – An Ordinance authorizing the proper city official to enter into a professional contract with ADR for the final engineering services for the Muskingum Avenue (Dug Road) Improvements, and declaring an emergency.

Chip Saunders: I'll take this one, Mr. Chairman. This is an ordinance to basically get Dug Road, the plans finalized based on the conditions that are out there right now. One thing that happened over the winter, we do have an additional landslip on the river side, between the road and the river. And we need to incorporate that into the plans. It is within the study area. It's eligible for the funding package that we're trying to put together, but this is something that we need to get incorporated into the plans so we can get it fixed as part of the project. This does need to go the emergency route to keep us on track.

Mr. Roberts: And Chip, I see you've got it coming out of several different funds. Where are we taking this out of? It looks like a couple of general lines. Are those sewer codes?

Chip Saunders: There is going to be storm sewer money in this and sanitary sewer money in this as needed to cover our 10 percent basically if we get funding we're looking for. And if you look at the proposal, the amount in the proposal, the total amount, is not what I'm asking for at this point. Because it has bidding and construction services and things like that. I'm just asking to finish the design, and then we'll come back as we get closer to put the project out to bid, with the whole project services during construction and all that. We kept that out of it for right now because we want to make sure we get our funding.

Mr. Roberts: Okay. So what dollar amount are we looking at right now?

Chip Saunders: The 86 that's in the ordinance.

Mr. Roberts: So that is the number we're looking at?

Chip Saunders: Yes, but if you look at the back of the proposal, there are other tasks on there and a different number, a higher number.

Mr. Roberts: Got you. Questions from the committee?

Mr. Vincent: Mr. Chairman?

Mr. Roberts: Mr. Vincent.

Mr. Vincent: Could you explain that a little more as far as the additional funding, what that means? On the last part, where it takes it up to \$118,000. I'm not clear on that.

Chip Saunders: So, there's other tasks in this proposal, like there's tasks in there for bidding. There's tasks in here for services during construction.

At this time, Chip Saunders approaches Mr. Vincent with ADR's proposal.

Chip Saunders: Design and funding phase is what I'm asking for, and that's what's in the ordinance. But there's also a bidding phase, there's construction engineering phase. And that ends up, if you put all those together, that ends up with this total. But we're not going to this point right now. When I authorize their contract, I'm going to circle that, and that's what the PO is going to be for.

Mr. Vincent: And the purpose for that is?

Chip Saunders: To get the plans done, incorporate what's out there now that's a little bit different than what we had when we started. Get those ready so that we have a good estimate and we can go basically, from that point, we'll go right into the bidding and construction phase.

Mr. Vincent: So it's best not to enter into contract for the rest of that stuff until we have Step A out of the way?

Chip Saunders: That's right. No sense of authorizing bidding and construction until we make sure we got our funding buttoned up.

Mr. Vincent: All right, thank you.

Scott Brown: The only thing I was going to add to that is that when he asked for a scope of services, they treated this as its own individual project, as if you were doing nothing but this. What we do know is that we're doing the whole project and so at some point, the bidding, all of that sort of stuff is going to be for the whole project. We haven't come to Council to ask to fund that missing portion for that remaining portion. And at that time, you'd incorporate that delta of dollars into that big number to do the whole project.

Mr. Vincent: Thank you. That makes sense. I appreciate it.

Chip Saunders: You're welcome.

Mr. Roberts: Any other questions? I'll entertain a recommendation to Council as an emergency.

Motion made by Mr. Pettit to recommend to Council as an emergency. It was seconded by Mrs. Osborn.

Mr. Roberts: A motion and a second. Any further discussion? All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries.

Chip Saunders: Thank you.

Mr. Roberts: 36?

Ordinance No. 2023-36 – Introduced by Council – An Ordinance authorizing the Public Service Director to enter into a Cooperative Agreement for the planning of the Wastewater Treatment Plant Upgrade Project between the City of Zanesville and the Ohio Water Development Authority.

Scott Brown: So, the way OWDA works, if you want to borrow money from them, they want you to have a contract first with the engineer and then after you have the contract, then you submit legislation to then borrow the money. So, if we back up, we're really far down the road. This is the last piece. We went through an RFQ, we selected an engineer, we drafted a contract, we passed legislation, and we have that engineer under contract to do the planning at the Wastewater Plant. This would be the last piece now to be able to borrow the money from OWDA for what they call a planning loan to cover that portion. What eventually will happen then is this will then go into a design loan which means that you'll go from choosing all of the different things that you want to do at the Wastewater Plant to actually designing all of those things. The third leg of that is what they call a construction loan, and they will take all three of those loans at the very end and wrap it all into one final loan. And then that will be what you'll repay. But OWDA just has a very specific process. So we couldn't pass legislation to borrow the money and hire the engineer at the same time; they have to be separate. They want you to have the legislation and the contract executed with the firm, then you can come back and ask for the money.

Mr. Roberts: Questions from the committee? I'll entertain a motion.

Motion made by Mr. Pettit to recommend to Council. It was seconded by Mrs. Osborn.

Mr. Roberts: A motion and a second. Any further discussion? All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries. 37?

Ordinance No. 2023-37 – Introduced by Council - An Ordinance authorizing the execution of a Memorandum of Understanding between the City of Zanesville and Zanesville Local #1573, Council 8, AFSCME, regarding changes to on-call pay.

Scott Brown: So, this is an MOU that I worked with the local union, the AFSCME union. What we found is for one reason or another, we've never had an on-call policy. What we run into, especially with water breaks, is that some employees will come in a whole bunch of the time and some employees have no interest in coming in at all. Right, wrong, or indifferent, we had no mechanism to require employees to come in. And so what we sat down and worked on was an on-call policy where there's compensation for being on-call. And then they are required to come in when you have water breaks.

The nuts and bolts of this, we tried to come up with a fair solution that would work with the Treasurer's Office. If you read through it, what happens is that if an employee is on call for a week, they get paid one hour per day that they're on-call. And it's not at an overtime rate, so their compensation for being on-call that day is to get paid for 9 hours instead of 8. If they're on-call for the whole week, they would get 47 straight hours and that 7 hours is their compensation for being on-call. It's easier for the Treasurer's Office to track hours than it was to try and put together a dollar amount. So that was the compromise and how we crafted it.

Mr. Roberts: And so, this will be on a rotating basis?

Scott Brown: It is, yes. It's on a rotating basis. If you want more details, we have what they call three Vehicle Operators, which they do lots of things but the most applicable thing would be operating a backhoe. And then we have 12 maintenance personnel. And so we're able to break them up into teams: 1 Vehicle Operator and the applicable number of maintenance people. And then they'll be on-call that week, and they'll rotate. So, essentially you'll have a team that will be on for one week and off for two weeks and then back on. And hopefully it will reduce burnout among the crew.

Mr. Roberts: Sounds good. Questions from the committee?

Mrs. Osborn: Mr. Chair?

Mr. Roberts: Mrs. Osborn.

Mrs. Osborn: Does this have support from the crew?

Scott Brown: They drafted this. I just reviewed it, agreed with it, and sent it to Columbus. The Columbus AFSCME basically sent it back signed. So, more emphatically, yes. Not only was there support, but it was their idea that they brought to us. What I would like, if you're willing to, is to waive the readings so we can get this policy implemented as soon as possible, especially since they're the ones that are eager to start this process.

Mr. Roberts: Any further questions? I'll entertain a motion.

Motion made by Mr. Pettit to recommend to Council and to waive the readings. It was seconded by Mrs. Osborn.

Mr. Roberts: A motion and a second. All those in favor, aye. Opposed same sign.

A voice vote was taken with all being in favor. No one was opposed.

Mr. Roberts: Motion carries.

DISCUSSION ITEMS:

Ordinance No. 2023-31 – Introduced by Council – The following Final Ordinance enacted by the City of Zanesville, hereinafter referred to as the Legislative Authority/ Local Public Agency or “LPA”, in the matter of the stated described project, and declaring an emergency. *Passed on 3/27/2023*

Mr. Roberts: What do you got on 31, Scott?

Scott Brown: This will have to be Chip. This is our LPA.

Chip Saunders: Thanks for passing this legislation as an emergency without having a Public Service Committee meeting ahead of it. This, we already sent the legislation back to ODOT, along with the check. The Wayne Avenue and Maple Avenue Project that that authorized bids this week. And the reason I wanted this on the agenda tonight is because based on the results of those bids, they may come back with a different figure from what our share is. Also, we did have an alternate in the project for five of the intersections on Maple Avenue. We wanted to look at putting radar detection in like we have downtown. We’re going to see what that price comes back as, as well. But if we do take that alternate, it’s going to be more than the \$13,000, and we’ll have to have legislation to go with that. So you should have that, they usually come back within a day and say if you want to go for this, bid them out, you need to let us know. And it would have to go to the very next Council meeting.

Mr. Roberts: Sounds good. Thank you, Chip. Any questions from the committee?

Chip Saunders: I have one more discussion item.

Mr. Roberts: Okay.

Chip Saunders: We got information from Muskingum County EMA last week that they’ve got their updated plan for 2023 done. They sent it to FEMA, along with the county’s concurrence on the plan. All the municipalities within the county need to adopt that, as well. So I sent that sample legislation to David. David’s working it up. That will come in between now and the next Council meeting as well. So I just wanted to give you a heads up in case we don’t get to talk about it.

Mr. Roberts: And that’s so we can maintain flood insurance for everybody, is that right?

Chip Saunders: Yes, and the biggest thing on there is Dug Road is on that plan. That’s all I got.

Mr. Roberts: Thanks Chip.

Chip Saunders: You’re welcome.

Mr. Roberts: Is there anything else for the good of the order?

Mr. Pettit made a motion to adjourn. Mrs. Osborn seconded the motion. A voice vote was taken and all present were in favor. None were opposed. The motion carries.

The meeting adjourned about 5:15 p.m.

Mr. Roberts: Thank you all.

Regular scheduled meetings with the next dates as follows:

Monday, May 8, 2023
Monday, June 12, 2023
Monday, July 10, 2023

Monday, August 14, 2023
Monday, September 11, 2023
Monday, October 10, 2023

Monday, November 13, 2023
Monday, December 11, 2023

Billie Corns, Clerk

Andrew Roberts, Chairman

Public Service Committee
Andrew Roberts, Chair

**ORDINANCE NO. 2023 – 44
INTRODUCED BY COUNCIL**

**AN ORDINANCE AUTHORIZING THE PUBLIC SERVICE DIRECTOR TO ACCEPT THE
LOWEST AND BEST BID, EVEN THOUGH IT CAME IN ABOVE THE CITY’S INITIAL
ESTIMATES, FOR THE INSTALLATION OF TRUCK SERVICE
BODIES, AND DECLARING AN EMERGENCY**

WHEREAS, through Ordinance 2021-36, City Council authorized the City to continue to participate in Various Cooperative Purchasing Programs for equipment purchases within the FY 2023 City Budget; and

WHEREAS, the City staff examined the current condition of its trucks and determined that many existing trucks have reached their useful life expectancy and must be replaced; and

WHEREAS, the City staff determined the necessary specifications for each truck body as set forth on Ordinance 2023-21; and

WHEREAS, in Ordinance 2023-21 Council authorized the Public Service Director to advertise for bids and enter into a contract with the lowest and best bidder for the installation of bodies for the Water, Street, Airport, and Sewer Divisions; and

WHEREAS, Ace Truck Equipment provided the only bid received, and was, therefore, the lowest and best bid; however, four of five bids were over the estimates set forth in Ordinance 2023-21 and require additional Council approval; and

WHEREAS, because of the delay in the bidding process, the condition of the City’s fleet has continued to deteriorate, and it is now necessary to expedite these transactions to repair and maintain city services crucial to the health, peace, and welfare of our citizens.

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

SECTION 1: The Public Service Director is hereby authorized to enter into a contract with the lowest and best bidder, Ace Truck Equipment, for the installation of the bodies to trucks as specified in Ordinance 2023-21.

SECTION 2: The previously estimated cost for the two Reading Service bodies for the Water Division was \$160,000, but the lowest and best bid came in at \$180,654.00, and Council hereby authorizes payment of \$180,654.00 to Ace Truck Equipment, and this amount will be paid from City Line Item: 202-6541-54448.

SECTION 3: The previously estimated cost for the dump body for the Street Division was \$80,000.00, but the lowest and best bid came in at \$91,102.00, and Council hereby authorizes payment of \$91,102.00 to Ace Truck Equipment, and this amount will be paid from City Line Item and will be paid using City Line Item: 610-5455-54448.

ORDINANCE NO. 2023 – 44

SECTION 4: The estimated cost for the dump body for the Airport Division was \$70,000.00, but the lowest and best bid came in at \$77,278.00, and Council hereby authorizes payment of \$77,278.00 to Ace Truck Equipment, and this amount will be paid from City Line Item and will be paid using City Line Item: 601-6411-54449.

SECTION 5: The estimated cost for the dump body for the Sewer Division was \$70,000.00, and the lowest and best bid came in at \$48,092.00, so no action is presently needed on this truck body. This Section is included in this Ordinance for organizational purposes so as to remain consistent with the format of Ordinance 2023-21.

SECTION 6: For the reasons stated herein, this Ordinance is declared to be an emergency measure. Provided it receives the affirmative vote of **SEVEN** or more members of City Council, this Ordinance shall take effect and be in force immediately upon its passage and approval of the Mayor.

PASSED: _____, 2023

ATTEST: _____
Billie Corns,
Clerk of Council

Daniel M. Vincent,
President of Council

APPROVED: _____, 2023

This legislation approved as to form:

Donald Mason,
Mayor

Law Director's Office