



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, February 12, 2024 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 January 8, 2024**

**Ordinances**

- 3. Ordinance No. 2023-35 – Introduced by Council – An Ordinance authorizing the Public Service Director to purchase concrete and furnishings for the sanitation hoop building.**
- 4. Ordinance No. 2023-37 – Introduced by Council – An Ordinance authorizing the Public Service Director to enter into a professional contract with Environmental Design Group for design of the Twelve-inch Water Main Replacement Project.**

**Discussion Items**

- 5. None**

The next regular meeting is scheduled for March 11, 2024.

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

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## **PUBLIC SERVICE COMMITTEE – JANUARY 8, 2024**

The Public Service Committee met on January 8, 2024 at 5:00 p.m. in Council Chambers at City Hall, 401 Market Street, Zanesville, OH 43701.

Mr. Roberts: All right. It is 5:00. I'm going to call this meeting of the Public Service Committee of Council to order. Can I have roll call please?

Committee Members Present: Councilperson Andrew Roberts, Chairperson; Councilperson Joey Osborn; Councilperson Mark Ballmer; and Councilperson John Taylor-Lehman.

Others present in person:

Scott Brown, Public Service Director  
Billie Corns, Clerk of Council  
Lisa Hittle, IT

Donald L. Mason, Mayor  
Chip Saunders, City Engineer  
Daniel Vincent, President of Council

## **APPROVAL OF MINUTES OF DECEMBER 11, 2023**

Mr. Roberts: I'll entertain a motion on the minutes of December 11, 2023.

Mrs. Osborn: So moved.

Mr. Ballmer: Second.

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.

## **ORDINANCES**

**Ordinance No. 2023-116 Amended** – Introduced by Council - An Ordinance authorizing the Zanesville City Engineer, the City of Zanesville being hereinafter referred to as the Local Public Agency (LPA), to prepare and submit an application to the Ohio Department of Transportation (ODOT) for the Transportation Alternatives Program funding for the Fourth Street Improvements Project, **and declaring an emergency.**

Mr. Roberts: It looks like you have some changes, Chip or Scott?

Chip Saunders: Yes, I'll take these, Mr. Chairman. Both of these were introduced at the last Public Service Committee meeting. The intention was to waive the readings because I need both of these to be signed this month for scheduling and grant purposes. So, my understanding is at the Council meeting that night, Mr. Tarbert brought up that you can't have one Council, basically...

Mrs. Osborn: Commit.

Chip Saunders: Commit another Council to do something. So, I went ahead and added emergency language to these, and that's what you see in red. David has seen those revisions. So I just thought I would discuss it at this meeting just so we're all on the same page and then you have smooth sailing at the Council meeting.

Mr. Roberts: So, Chip, just a point of clarification. Mr. Ballmer brought this up to me right before the meeting. In the initial 116, it authorized the proper city official, and then this new one in the heading, it says Zanesville City Engineer. Do we also need to make that amendment?

Chip Saunders: Let me look at the ordinance because I didn't change anything from what it said before on that particular; so it was in the heading before that said the City Engineer.

Mr. Ballmer: It was not in the original back on December 11. It might not have been in your agenda, but I did not change the language.

Mr. Roberts: In the ordinance. Okay. So, yes it could have been on here. But since the ordinance hasn't been changed. Okay, we're good.

Mr. Ballmer: I just wanted to make sure.

Chip Saunders: I appreciate you bringing that up.

Mr. Roberts: So we're looking to adding the emergency clause and striking out previous section four.

Chip Saunders: Yes, they both need to be amended and then declare the emergency, say why it's an emergency and then change the earliest by law to the emergency clause and then change the dates from 2023 to 2024.

Mr. Roberts: Chip, for John's sake, can you just give a really brief update on what this ordinance is about?

Chip Saunders: Sure. The ordinance that we're discussing right now is to do a Transportation Alternatives grant for Fourth Street between Market Street and South Street. What we do with that grant funding is similar to what we did a couple years ago on South Street. It's the new curbs, new sidewalks, brick strip, decorative lighting. We get rid of the old AEP poles that are all rusted and past their useful life.

Mr. Taylor-Lehman: And the reason that this had to be moved is because there's a new Council being seated?

Chip Saunders: Yes.

Mr. Taylor-Lehman: So it had to be pushed to 2024?

Chip Saunders: Yes, the grant application that I need this legislation for is due at the end of the month. So if I were to not add the emergency clause, I couldn't attach that to the grant. And that would not help my scoring.

Mr. Taylor-Lehman: Your scoring?

Chip Saunders: If we didn't have one of the things that you needed for the grant, your scoring goes down, to more complete your application.

Mr. Roberts: Can I get a motion for a recommendation to Council, please?

Mr. Ballmer: So moved.

Mrs. Osborn: With the amendments and emergency language, second.

Mr. Roberts: Any further 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.

**Ordinance No. 2023-117 Amended** – Introduced by Council – An Ordinance authorizing the Public Service Director to advertise for bids and enter into a contract with the lowest and best bidder for the Dresden Road Waterline Replacement Project, and declaring an emergency.

Mr. Roberts: Same thing, Chip?

Chip Saunders: That is correct. All the same kind of changes. And for Mr. Taylor-Lehman's benefit, this is for us to do waterline improvements on all of Dresden Road from the intersection of Maple Avenue all the way out into the county at Moore Avenue where it ends. We have an existing waterline and a lot of those locations it is our service area. We're going to pave the road. We already have the money programmed for that, but we want to get this waterline work done first.

Mr. Taylor-Lehman: For all of Dresden Road?

Chip Saunders: All of Dresden within the City and even outside of it to Moore Avenue.

Mr. Taylor-Lehman: Moore Avenue?

Scott Brown: Go past, if you're on...

Chip Saunders: Plantation, maybe?

Mayor Mason: Before Plantation. So you go past Highland, East and West Highland Drive. It's the next one, I think on the right.

Mr. Taylor-Lehman: Okay, I know those. Thank you.

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

Mr. Ballmer: So moved.

Mrs. Osborn: Second.

Mr. Roberts: A motion and a second to recommend the amended ordinance to Council as emergency. 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.

**Ordinance No. 2024-03** – Introduced by Council – An Ordinance authorizing the Public Service Director to apply for, accept, and enter into a cooperative agreement for the construction of Dresden Road Waterline Replacement Project between the City of Zanesville and the Ohio Water Development Authority and declaring an emergency.

Chip Saunders: This ordinance is for us to apply for an OWDA loan to do the Dresden Road Project. We already had an OWDA loan to do the design, but to switch into the construction phase, their cooperative agreement does have different language in it. That's what's included as the attachment.

Mr. Ballmer: Does the loan fully fund this project?

Chip Saunders: It will. That's how it's going to be set up. I will tell you we are going after a grant for half of the funding on this project. I feel like we have a pretty good application for that, but we'll see.

Mr. Roberts: Hey guys, if just for Billie's sake more so than anything else, if you guys can just request permission to speak so that I can say your name, and then she knows who's talking. It just gets confusing. Any other discussion? I'll entertain a motion.

Mr. Taylor-Lehman: Wait, I do have a question.

Mr. Roberts: Mr. Taylor-Lehman.

Mr. Taylor-Lehman: The emergency is for the same reason that you have to meet a deadline to put the grant application in?

Chip Saunders: So, what's going to happen is we will start going out to bid on this project. Our intention is get out there by the end of this month. We cannot actually execute a grant agreement until we have received bids back. So get the timing to line up, we need to pass this as an emergency.

Mr. Taylor-Lehman: Okay.

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

Mrs. Osborn: So moved.

Mr. Ballmer: Second.

Mr. Roberts: Any further 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.

Chip Saunders: Just going back to that. An OWDA loan, as long as your rates support it and you're in good standing, which we are both of those, it's pretty much a done deal. It's not like you're hoping to get funding. If you apply for an OWDA loan and you're in good standing, you're going to get the funding.

Mr. Taylor-Lehman: I guess I wouldn't have thought you would have moved ahead with it unless that was.

Chip Saunders: Yes, that's why I thought I better give you that clarification.

Mayor Mason: John, going back...Andy really loves it when I talk about the 80's.

Mr. Roberts: Were you Mayor back then?

Mayor Mason: But before OWDA started getting involved in helping communities with these kinds of grants, you would have to wait to literally amass an awful lot of work before you could then borrow money on a note unless you had the cash and then go out to bid. So now that OWDA is involved, we can do smaller projects. And as big as this is, it's still a smaller project in perspective of many things and allows us not to have to worry about getting bond counsel and others involved in the finance. It saves a lot of legal expense. Plus in the old days, you used to have really a bit of title work done to guarantee that you owned the infrastructure.

Mr. Roberts: And the other thing to that point, Mayor, the interest rate that we get on these OWDA loans, are these zeroes or?

Chip Saunders: Not anymore, but they're very good.

Mr. Roberts: They will always beat if we had to go out and try to get bond funding or anything like that. These are always way cheaper.

Chip Saunders: And we get a discount because of our standing with them and us doing successful projects.

Mayor Mason: And by the way, we are AAA rated in terms of our rating.

Mr. Roberts: Thank you, Mayor.

Mayor Mason: It's all because of the Ways & Means Committee, I think.

Mrs. Osborn: In the 80's.

Laughter in the room.

**Ordinance No. 2024-05** – Introduced by Council – An Ordinance Authorizing the public service director to enter into a professional contract with Arcadis for the Phase 2 Engineering and Bidding Services for drainage conduit repairs.

Chip Saunders: Okay, this is the next phase for our stormwater project. Council had already approved us to do a feasibility study, to do several rehabs around the City with our stormwater funds. This project will take those areas that we have looked at and take us all the way through the bidding phase.

Mr. Roberts: So, Chip, along with that, not to try and draw lines, but like if you did, years ago, the street inventory where we graded every single street. Do we have something like that for the storm system, as far as like what's an F, what's a D?

Chip Saunders: If you remember when we did the storm sewer utility, one of the ways that we came up with what our rates were going to be, we have a list of capital projects that were on that. And the majority of these are on that.

Mr. Roberts: Okay.

Chip Saunders: This is the rest of Main Street that we didn't dig up. We're going to try to rehab that. This is three structures that are classified as bridges, but they're not eligible for any kind of funding. They're basically big corrugated metal pipes, one on Spangler, one on Fairway, and one on Somers Street. All of those are rated four or less on our ODOT bridge inventory, which isn't good. They need to be repaired, but this is a way to get those funded. And then there are some structures down on Arcadia and Dillon that are going to make more sense to just dig up and repair because you're not impacting a lot of traffic and things like that.

Mrs. Osborn: Mr. Chair?

Mr. Roberts: Mrs. Osborn.

Mrs. Osborn: Chip, is that where we did a project recently down by Dillon?

Chip Saunders: So, we had to close Wayne Avenue to replace a culvert that failed underneath Wayne Avenue. This is an extension of that. It's in the grass. The first part of that was a corrugated metal pipe, and we're going to fix that as part of this. But it won't affect Wayne Avenue.

Mr. Roberts: So, John, for your knowledge base, Chip, how long has it been since we set up the stormwater fund? Four years?

Chip Saunders: Yes, this would be the fifth year. I remember the legislation, yes this will be the fifth year of it.

Mr. Roberts: I guess the simple way to describe it is storm sewers used to be maintained by the Sewer Department and were largely overlooked, I guess is the best way to describe.

Chip Saunders: Yes, no dedicated funding source.

Mr. Roberts: Yes, there was no dedicated funding, well there was the small capital improvement or replacement. What was it, \$5 on the water bill or something like that?

Chip Saunders: Yes, we could do a project about every five years.

Mr. Roberts: But that was only to do these larger basins, like what they're doing down in Putnam and things like that. So, four or five years ago we started the discussion about creating an actual stormwater fund, and we did that so that we would actually have money to do projects like this in the future.

Mr. Taylor-Lehman: So then the responsibility was shifted to a different agency?

Mr. Roberts: From a maintenance perspective, the Sewer Department still does it, right Scott?

Scott Brown: Yes. So, stormwater and sanitary sewer are all housed, from a maintenance standpoint, under sanitary sewer. But from a capital standpoint...

Mr. Roberts: But from a capital perspective, so having the money to actually do the projects and actually repair the system that need repaired and rehab all of the ones that need rehabbed, that's the funding that...

Mr. Taylor-Lehman: So, you got a dedicated stream just for that?

Mr. Roberts: Correct.

Mr. Taylor-Lehman: Okay.

Mr. Roberts: I'll entertain a motion on 2024-05.

Chip Saunders: I would request, it's not an emergency, but if we could waive the readings. That will get this started quicker.

Mrs. Osborn: I move to recommend passage to Council with waiving of the readings.

Mr. Ballmer: Second.

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

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

Mr. Roberts: Motion carries.



**Resolution No. 2024-06** – Introduced by Council – A Resolution authorizing the sale, by internet auction during calendar year 2024, of city owned personal property which is not needed for public use or which is obsolete or unfit for the use for which it was acquired.

Scott Brown: This is our annual ordinance we put on every year to be able to sell surplus inventory by internet auction.

Mr. Roberts: I'll entertain a motion. Scott, is there any need to waive the readings? Okay, good. I'll entertain a motion.

Mr. Taylor-Lehman: Mr. Chairman, didn't the last auction just occur like two months ago or something like that?

Scott Brown: So, we do a few different auctions in the City. On the Public Safety side of things with things like drug forfeitures and impounding. However vehicles or equipment become acquired by the police forces through nefarious activities are forfeited and then auctioned in-person through an auction agency to the public. This, on the Public Service side are things like when we drive a dump truck for 35 years, and it's falling apart and we have to get rid of it. Because we're a public agency, we can't just give it away or just randomly sell it. It has to be auctioned. We found it to be a better use of everybody's time by using an organization called GovDeals. And basically we upload the pictures and the information and anybody in the world that wants to bid on it can bid on it. So this legislation allows us to use GovDeals as our auctioning company.

Mr. Taylor-Lehman: Is there a timeframe for this?

Scott Brown: We don't have anything right now that we're going to be putting out for bid.

Mayor Mason: We do this annually, John, and you can't do it a year in perspective. So at the beginning of every year, we pass legislation that gives us the authority to do a couple of times that year or whenever.

Mr. Roberts: It's more housekeeping than anything else.

Mr. Vincent: Mr. Chair?

Mr. Roberts: Mr. Vincent.

Mr. Vincent: If I could just add briefly. With that, Council is notified and gets a listing as far as what's going to be put on auction. So we're made aware and to get the information out. And we get better gains from this source, as far as higher bids. So the City gets more money out of it. I think it simplifies things too. Thank you, Mr. Chair.

Mr. Roberts: I'll entertain a motion on recommending this ordinance to Council.

Mr. Ballmer: So moved.

Mrs. Osborn: Second.

Mr. Roberts: Any further 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.

### **DISCUSSION ITEMS**

Mr. Roberts: That is all we have on our paper. Does anybody else have anything for the good of the order? I'll entertain a motion to adjourn.

Mrs. Osborn: So moved.

Mr. Ballmer: Second.

Mr. Roberts: We stand adjourned.

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

The meeting adjourned about 5:18 p.m.

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Billie Corns, Clerk

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Andrew Roberts, Chairman

Public Service Committee  
Andrew Roberts, Chair

**ORDINANCE NO. 2024 -35  
INTRODUCED BY COUNCIL**

**AN ORDINANCE AUTHORIZING THE PUBLIC SERVICE  
DIRECTOR TO PURCHASE CONCRETE AND FURNISHINGS  
FOR THE SANITATION HOOP BUILDING.**

**WHEREAS**, through Ordinance 2023-63, City Council authorized the Public Service Director to purchase a hoop building through a cooperative purchasing agreement; and

**WHEREAS**, the hoop building was successfully erected; and

**WHEREAS**, the City staff has determined that a concrete floor with electric and drainage is needed to complete the project; and

**WHEREAS**, the total cost for furnishings and installation of the remaining portion of the project is estimated to cost \$120,000.

**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 purchase and construct a concrete floor and provide furnishings for HOOP style building for Sanitation storage.

**SECTION 2:** The cost for the materials and labor are \$120,000 and will be purchased from line item 202-6541-54448.

**SECTION 3:** This Ordinance shall take effect upon the approval of the Mayor and after the earliest period allowed by law.

**PASSED:** \_\_\_\_\_, 2024

**ATTEST:** \_\_\_\_\_  
Susan Culbertson,  
Deputy Clerk of Council

\_\_\_\_\_  
Daniel M. Vincent,  
President of Council

**APPROVED:** \_\_\_\_\_, 2024

This legislation approved as to form

\_\_\_\_\_  
Donald L. Mason,  
Mayor

\_\_\_\_\_  
Law Director's Office

Public Service Committee  
Andrew Roberts, Chair

**ORDINANCE NO. 2024 - 37**  
**INTRODUCED BY COUNCIL**

**AN ORDINANCE AUTHORIZING THE PUBLIC SERVICE DIRECTOR TO ENTER INTO A PROFESSIONAL CONTRACT WITH ENVIRONMENTAL DESIGN GROUP FOR DESIGN OF THE TWELVE-INCH WATER MAIN REPLACEMENT PROJECT.**

**WHEREAS**, the City of Zanesville selected Environmental Design Group (“EDG”) to perform the twelve-inch water main replacement project, per Ohio Revised Code Sections 153.65 – 153.71 on December, 2023; and

**WHEREAS**, Attachment A is the contract with EDG for design of the twelve-inch water main replacement project; and

**WHEREAS**, it is necessary for the contract be executed by the proper city official so the design work may be started.

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

**SECTION ONE:** The Public Service Director is hereby authorized to enter into a professional contract, substantially similar to the draft contract attached as Attachment A, with EDG for the twelve-inch water main replacement project.

**SECTION TWO:** The cost for the services is estimated to be \$350,000 and shall come from line items 603-5470-53299, 611-5473-53225, and 611-5473-53310.

**SECTION THREE:** Provided it receives the affirmative vote of six (6) 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.

**PASSED:** \_\_\_\_\_, 2024

**ATTEST:** \_\_\_\_\_  
Susan Culbertson,  
Deputy Clerk of Council

\_\_\_\_\_  
Daniel M. Vincent,  
President of Council

**APPROVED:** \_\_\_\_\_, 2024

This legislation approved as to form:

\_\_\_\_\_  
Donald L. Mason,  
Mayor

\_\_\_\_\_  
Law Director’s Office