

## **BRYAN BOARD OF PUBLIC AFFAIRS**

**FEBRUARY 19, 2019**

Board of Public Affairs Chairman Jim Salsbury opened the meeting of the Bryan Board of Public Affairs with the following members present: Karen Ford, Derek Allen, and Tom Sprow. Richard Long was absent. Also present were: Director of Utilities Kevin Maynard, Mayor Carrie Schlade, City Attorney Rhonda Fisher, Operations Manager Dawn Fitzcharles, Communications Superintendent Joe Ferrell, Engineering Supervisor Nathan Gardner, Human Resource Director Jacqueline Perry, and Clerk-Treasurer Laura Rode.

Mr. Sprow moved, Ms. Ford seconded, to approve the minutes of the Regular Meeting held on January 22, 2019, and the minutes of the Special Meetings held on January 28, 2019, and February 12, 2019, as written. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Ms. Ford moved, Mr. Sprow seconded, to approve the January 31, 2019, Clerk-Treasurer's report as presented by Clerk-Treasurer Rode. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Resolution No. 6, 2019, titled,

### **AUTHORIZING THE DIRECTOR OF UTILITIES TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR AN ADVANCED METERING INFRASTRUCTURE (AMI) SYSTEM FOR ELECTRIC AND WATER UTILITIES**

was presented and read by title only. Director of Utilities Maynard requested the Board's permission to do a request for proposals for an advanced metering system for electric and water utilities. He explained that Valutech had performed a feasibility study estimating the cost of the project to be \$2,800,000 adding that the new meters would increase revenues as meters tend to be less accurate when aging.

Further discussion was held with City Attorney Fisher stating that the project could be placed for competitive bid or request for proposals per the Ohio Revised Code. She continued by noting that with regard to request for proposals for metering, Ohio Revised Code 717.02 states: "A request for proposals shall require the vendor that is awarded a contract under division (C)(2)(b) of the section to prepare an energy conservation report in accordance with division (B) of this section." The Ohio Revised Code (same section) (2)(c) continues that: "The awarding of a contract to install energy conservation measures under division (C)(2)(a) or (b) of this section shall be conditioned upon a finding by the contracting authority that the amount of money spent on energy conservation measures is not likely to exceed the amount of money the municipal corporation would save in energy, operating, maintenance, and avoided capital costs over the average system life of the energy conservation measures as specified in the energy

conservation report.” (See attached Ohio Revised Code 717.02 included per City Attorney Fisher’s request.)

Additional discussion was held on project topics which included the timing of changing out the meters as well as consideration of whether Bryan Municipal Utilities staff would do the meter installation labor or whether installs would be performed by an outside vendor. Director of Utilities Maynard assured that the Board was not required to move ahead with the project if the proposals received were not sufficient.

Ms. Ford moved, Mr. Sprow seconded, to pass Resolution No. 6, 2019. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Director of Utilities Maynard added that the 2019 budget does not include the advanced metering infrastructure system and that funding was also undecided should the project proceed.

Resolution No. 7, 2019, titled,

**AUTHORIZING THE DIRECTOR OF UTILITIES TO SOLICIT PROPOSALS AND ENTER INTO AN AGREEMENT FOR LEASE OF 12488 STATE ROUTE 34 FOR AGRICULTURAL PURPOSES**

was presented and read by title only. Director of Utilities Maynard requested the Board’s permission to request proposals for a three (3) year term for agricultural purposes for the property located at 12488 State Route 34. The property had been producing alfalfa; however, the yield has been decreasing. Further discussion was held.

Mr. Sprow moved, Ms. Ford seconded, to pass Resolution No. 7, 2019. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Resolution No. 8, 2019, titled,

**AUTHORIZING THE DIRECTOR OF UTILITIES TO ADVERTISE FOR BIDS FOR THE FAIRVIEW DRIVE DIRECTIONAL BORING PROJECT**

was presented and read by title only. Director of Utilities Maynard requested the Board’s permission to advertise for bids for the Fairview Drive directional boring project. Director of Utilities Maynard noted this was the second phase of the Stark’s Meadowbrook Addition and that the project is budgeted for 2019. Further discussion was held.

Mr. Sprow moved, Ms. Ford seconded, to pass Resolution No. 8, 2019. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Human Resource Director Perry then approached the Board to request that Operation Manager Dawn Fitzcharles be moved from probationary status to regular employment

status effective January 29, 2019. Director of Utilities Maynard elaborated on the value of Operation Manager Fitzcharles as well.

Ms. Ford moved, Mr. Salsbury seconded, to move Operation Manager Dawn Fitzcharles from probationary status to regular employment status effective January 29, 2019, taking her pay from \$75,000 per year to \$80,000 per year. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Human Resource Director Perry informed the Board of the resignation of IT Technician/Help Desk Support person Emily Donato effective February 22, 2019. Further discussion was held.

Ms. Ford moved, Mr. Sprow seconded, to approve with regret the resignation of IT Technician/Help Desk Support person Emily Donato effective February 22, 2019. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Human Resource Director Perry requested permission to advertise for the IT Technician/Help Desk Support position.

Mr. Sprow moved, Ms. Ford seconded, to advertise for an IT Technician/Help Desk Support position. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Operations Manager Fitzcharles requested the Board consider allowing an application be submitted to the Ohio Environmental Protection Agency's Water Supply Revolving Loan Account to finance approximately \$425,000 of the proposed 2020 South Williams Street Water Main Replacement project which would not be covered by a grant should a grant be received. She was clear to point out that the City is not obligated to enter into a loan agreement with the Water Supply Revolving Loan Account if awarded; however, the City could have the option available at a lower interest rate than the current Ohio Water Development Authority rate. Further discussion was held.

Mr. Sprow moved, Mr. Allen seconded, to submit a nomination of the 2020 South Williams Street Water Main Replacement project for a Water Supply Revolving Loan Account by March 1, 2019. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Ms. Ford moved, Mr. Salsbury seconded, to pay the bills. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Director of Utilities Maynard reminded the Board of the March 12, 2019, Williams County Economic Development Corporation meeting. In addition, he advised that a credit of \$243,000 had been applied to this month's electric bill from American Municipal Power.

A brief recess was taken.

Mr. Sprow moved, Ms. Ford seconded, to go into Executive Session at 5:55 p.m. to discuss the compensation and employment of public employees. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Asked to attend the Executive Session were: Mayor Schlade, Director of Utilities Maynard, City Attorney Fisher, Human Resource Director Perry, and Clerk-Treasurer Rode.

Mayor Schlade, City Attorney Fisher, and Clerk-Treasurer Rode exited Executive Session at 5:59 p.m.

Mr. Sprow moved, Mr. Salsbury seconded, to adjourn the Executive Session at 6:48 p.m. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

Ms. Ford moved, Mr. Allen seconded, to adjourn the meeting. Roll call vote: all ayes; nays, none. Motion carried. Long absent.

---

Chairman of the Board

---

Clerk-Treasurer