

MINUTES
BOARD OF COMMISSIONERS' MEETING
Tuesday, March 31, 2015 6:00 P.M.

A REGULAR MEETING of the Board of Commissioners of the City of Covington, Kentucky, was opened by Mayor Carran, on Tuesday, March 31, 2015, at 6:00 p.m., in Commission Chambers, 20 West Pike Street, Covington, Kentucky.

Mayor Carran presiding with Commissioners Chuck Eilerman, Steve Frank, Jordan Huizenga, Bill Wells, City Manager Larry Klein, and Assistant City Manager/City Solicitor Frank Warnock, present.

MOTION of Commissioner Eilerman, seconded by Commissioner Wells to dispense with the reading of and approve the minutes of the March 10 and March 19, 2015, meeting minutes.

Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

PRESENTATIONS:

- State Champions Holy Cross High School Girls Basketball Team
- State Senator Chris McDaniel – Legislative Session Update
- Public Hearing – Northern Kentucky HOME Consortium Consolidated Plan/Annual Action Plan – Natalie Gardner, Programs and Strategic Projects Manager

NEW BUSINESS – FIRST READING OF ORDINANCES

GIS/BUSINESS ANALYST & PROJECT MANAGER POSITION – The GIS/Business Analyst and Project Manager will report to the Operations Director and will be responsible for managing and organizing the GIS for the City and coordinating database management and software selection for all departments. This will involve working with various internal departments and external agencies to identify data and software needs, conducting data and spatial analysis, and utilizing GIS capabilities to assist with the management and execution of various projects throughout the City.

COMMISSIONERS' ORDINANCE NO. O-06-15

AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCE, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES AND COMMISSIONERS' ORDINANCE NO. O-27-13, CREATING THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.

First Reading, No Vote

HUMAN RESOURCE MANAGER – In the past six months, the Human Resources Department has taken on additional responsibilities as it relates to payroll activities which were required to have separation of duties within the Finance Department. The Human Resource Manager will also be assigned additional duties for maintaining the management of the City's Workers' Compensation program.

COMMISSIONERS' ORDINANCE NO. O-07-15

AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCE, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES AND COMMISSIONERS' ORDINANCE NO. O-27-13, CREATING THE POSITION OF HUMAN RESOURCE MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.

First Reading, No Vote

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PUBLIC INFORMATION OFFICER – This new position will replace the Marketing and Communications position that has been vacated due to the resignation of Natalie Bowers. Many of the functions of the Marketing and Communications position are the same as the Public Information Officer position but the new position has been modified to indicate the job functions, tasks and capabilities of a Public Information Officer.

COMMISSIONERS' ORDINANCE NO. O-08-15

AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCE, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES AND COMMISSIONERS' ORDINANCE NO. O-27-13, CREATING THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.

First Reading, No Vote

SOLID WASTE COLLECTION FRANCHISE – On January 9, 2015, a Request for Proposals for the exclusive franchise for the collection and disposal of solid waste and recyclables in the City was advertised and disseminated to various waste collection professionals. Three proposals were received and opened on February 13, 2015. A selection committee was formed to conduct an extensive review of the submitted materials. The committee evaluated the proposals in terms of the bidders' professional qualification, the impact the proposals would have on the City's residents and businesses, and the net financial impact each proposal would have on City operations.

COMMISSIONERS' ORDINANCE NO. O-09-15

AN ORDINANCE OF THE CITY OF COVINGTON, KENTUCKY GRANTING RUMPKE CONSOLIDATED COMPANIES, INC., THE EXCLUSIVE FRANCHISE FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE AND RECYCLABLES IN THE CITY OF COVINGTON FOR A TERM OF FIVE YEARS COMMENCING ON JULY 1, 2015, AND ENDING ON JUNE 30, 2020, WITH POSSIBLE EXTENSIONS OF TWO ONE-YEAR TERMS, AT AN AGGREGATE PRICE NOT TO EXCEED THAT WHICH SHALL BE CALCULATED ON THE BASIS OF THE BID PRICES PROVIDED IN THE PROPOSAL SUBMITTED ON FEBRUARY 13, 2015, BY RUMPKE CONSOLIDATED COMPANIES, INC. IN RESPONSE TO THE REQUEST FOR PROPOSALS FOR THE FRANCHISE, WHICH WAS ADVERTISED ON JANUARY 9, 2015.

First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

HOLY CROSS GIRLS' BASKETBALL TEAM – Holy Cross became the first Northern Kentucky girls basketball team to become State Champions when the team defeated Allen County/Scottsville 35-32 in the KYSAA Girls' Title Game in Bowling Green. With this amazing accomplishment, they have brought great honor and distinction to the school, families and the City of Covington.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-93-15

AN ORDER/RESOLUTION CONGRATULATING THE HOLY CROSS HIGH SCHOOL GIRLS' BASKETBALL TEAM ON WINNING THE 2014-15 KHSAA "ALL A CLASSIC" STATE CHAMPIONSHIP.

MOTION of Commissioner Frank, seconded by Commissioner Wells.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

RETIREMENT – Engineer Glowatz has been employed with the City since July 2004. He was in the first class of paramedics hired when the advanced life support program was initiated in the Fire Department.

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COMMISSIONERS' ORDER/RESOLUTION NO. O/R-94-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF ENGINEER FRANK GLOWATZ FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE APRIL 1, 2015.

MOTION of Commissioner Eilerman, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

EMPLOYMENT – This is an open position due to the recent retirement of Joe Gilliland. Testing and interviews were conducted and Mr. Chumley was selected by the Department's management staff. He possesses diligent work habits and a strong sense of responsibility, and comes highly recommended.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-95-15

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF DANIEL CHUMLEY AS MECHANIC IN THE FLEET MANAGEMENT DIVISION OF THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE APRIL 6, 2015.

MOTION of Commissioner Wells, seconded by Commissioner Frank.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

BOARD APPOINTMENT – Mr. Witte has expressed a strong interest in serving the City in this capacity, and Mayor Carran has nominated him for appointment to the Devou Park Advisory Committee.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-96-15

AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF PAUL WITTE TO THE DEVOU PARK ADVISORY COMMITTEE FOR A THREE-YEAR TERM, EFFECTIVE MARCH 31, 2015, AND EXPIRING DECEMBER 31, 2017.

MOTION of Commissioner Frank, seconded by Commissioner Eilerman .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

RESIGNATION – Natalie Bowers has served as Marketing and Communications Director since December 2012. Prior to that, she served as the City's Arts District Manager. Natalie has managed the city's website, provided marketing and communications for the City, managed the production and implementation of the City's brand, expanded the annual Art Off Pike event, hosted numerous art events and exhibits, and has been instrumental in promoting a positive and transparent image for the City.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-97-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF NATALIE BOWERS, MARKETING AND COMMUNICATIONS DIRECTOR, EFFECTIVE APRIL 1, 2015.

MOTION of Commissioner Wells, seconded by Commissioner Eilerman .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

JOB DESCRIPTION – The GIS/Business Analyst and Project Manager will report to the Operations Director and will be responsible for managing and organizing the GIS for the City and coordinating database management and software selection for all

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departments. This will involve working with various internal departments and external agencies to identify data and software needs, conducting data and spatial analysis, and utilizing GIS capabilities to assist with the management and execution of various projects throughout the city.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-98-15

AN ORDER/RESOLUTION APPROVING A JOB DESCRIPTION FOR THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER.

MOTION of Commissioner Eilerman, seconded by Commissioner Wells .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and
Mayor Carran.

PROMOTION

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-99-15

AN ORDER/RESOLUTION APPROVING THE PROMOTION OF JESSICA MOSS TO THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER, EFFECTIVE MARCH 15, 2015.

MOTION of Commissioner Eilerman, seconded by Commissioner Huizenga. .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and
Mayor Carran.

JOB DESCRIPTION – In the past six months, the Human Resources Department has taken on additional responsibilities as it relates to payroll activities which were required to have separation of duties within the Finance Department. The Human Resource Manager will also be assigned additional duties for maintaining the management of the City's Workers' Compensation program.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-100-15

AN ORDER/RESOLUTION APPROVING A JOB DESCRIPTION FOR THE POSITION OF HUMAN RESOURCE MANAGER.

MOTION of Commissioner Eilerman, seconded by Commissioner Wells .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and
Mayor Carran.

PROMOTION

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-101-15

AN ORDER/RESOLUTION APPROVING THE PROMOTION OF STACEY HOETER TO THE POSITION OF HUMAN RESOURCE MANAGER, EFFECTIVE APRIL 1, 2015.

MOTION of Commissioner Wells, seconded by Commissioner Eilerman .
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and
Mayor Carran.

JOB DESCRIPTION – This new position will replace the Marketing and Communications vacant position due to the resignation of Natalie Bowers. Many of the functions of the Marketing and Communications position are the same as the Public Information Officer position but the new position has been modified to indicate the job functions, tasks and capabilities of a Public Information Officer.

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COMMISSIONERS' ORDER/RESOLUTION NO. O/R-102-15

AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF PUBLIC INFORMATION OFFICER.

MOTION of Commissioner Eilerman, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

JOB DESCRIPTION – The City advertised a job opening for the position of Business Development Manager after the resignation of Naashom Marx. Several candidates applied and during the course of the interviewing process it was identified that clarity was needed in the job description to reflect additional work to be accomplished, along with a potential change in pay grade. This job description would allow for those potential changes to begin and for the position to be re-advertised.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-102-15

AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF ECONOMIC DEVELOPMENT MANAGER.

MOTION of Commissioner Frank, seconded by Commissioner Wells.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

DEVOU PARK – Each year, the Devou Properties, Inc. and Devou Park Advisory Committee meet jointly to discuss priority projects to be selected for funding from the Reserve Account from profits of the Drees Pavilion. This year's projects include ADA ramps to the overlook, paved walking trails, Gus Sheehan Park, Behringer Crawford veranda repair, golf course repairs, park equipment, and funds committed to the construction of a new clubhouse.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-103-15

AN ORDER/RESOLUTION ACCEPTING THE JOINT RECOMMENDATIONS OF DEVOU PROPERTIES, INC. AND THE DEVOU PARK ADVISORY COMMITTEE FOR THE 2014 RESERVE ACCOUNT FROM THE EARNINGS OF THE DREES PAVILION AT DEVOU MEMORIAL OVERLOOK FOR USE IN DEVOU PARK.

MOTION of Commissioner Eilerman, seconded by Commissioner Wells.
Passed. 4 Yeas. Commissioners Eilerman, Huizenga, Wells, and Mayor Carran.
1 Nay. Commissioner Frank.

RFP DEVOU PARK CLUBHOUSE – The current clubhouse at the golf course was built in 1934. In 2011, the Devou Park Advisory Committee formed a subcommittee to determine if the clubhouse should be renovated or replaced. The Devou Properties, Inc. Board funded a \$30,000 feasibility study to determine if there was a market for replacing the clubhouse. CDS Associates determined that it was cost prohibitive to renovate the current facility. Several meeting with the public, including nearby residents of Park Hills were conducted in 2013 and 2014 on various site plans and building configurations. Several changes were made to the original plan to accommodate noise and impact concerns. The recommended funding structure for this project includes a total of \$2.75 million contributed by the joint DPAC and Devou Properties boards, as well as the two Devou Trusts. Those contributions along with the operating revenue from the new facility will service the debt until at least 2030 when the City can provide those payments.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-104-15

AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR CONSTRUCTION OF THE DEVOU PARK CLUBHOUSE.

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MOTION of Commissioner Eilerman, seconded by Commissioner Wells.
Passed. 4 Yeas. Commissioners Eilerman, Huizenga, Wells, and Mayor Carran.
1 Nay. Commissioner Frank.

ACCEPT BID – As part of the US Army Corps of Engineers annual floodwall/levee inspection, repairing the joints between two consecutive portions of the floodwall were called out and require repairs in order for the City to maintain certification. Three bids were received and AC&E was the lowest bidder. This firm worked with the City on the Caroline wall replacement project with positive results.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-105-15

AN ORDER/RESOLUTION ACCEPTING THE BID OF ADVANCED CONTRACTORS AND ESTIMATORS FOR CONSTRUCTION OF TWO WATERSTOP REPAIRS ON THE LICKING RIVER LEVEE JUST NORTH OF WALLACE AVENUE, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH ADVANCED CONTRACTORS AND ESTIMATORS IN AN AMOUNT NOT TO EXCEED \$8,096.00, PAYABLE FROM CAPITAL BOND FUNDS.

MOTION of Commissioner Frank, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

ACCEPT BID – Bringing curb ramps into compliance with ADA standards is a requirement any time roads are resurfaced with federal money. This project was advertised and six bids were received and opened on March 18, 2015, with Hendy submitting the lowest responsible bid.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-106-15

AN ORDER/RESOLUTION ACCEPTING THE BID OF HENDY, INC. FOR THE CONSTRUCTION OF ADA RAMPS AT ALL INTERSECTIONS WHERE ROADWAY RESURFACING IS SCHEDULED, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HENDY, INC. IN AN AMOUNT NOT TO EXCEED \$98,050.00, PAYABLE FROM CDGB FUNDS.

MOTION of Commissioner Frank, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

CONTRACT – MorphoTrak LLC provides maintenance and support for the Police Department's AFIS workstation which is used for comparing latent fingerprints against the state and federal databases of known fingerprint exemplars.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-107-15

AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH MORPHOTRAK, LLC FOR MAINTENANCE AND SUPPORT FOR THE COVINGTON POLICE DEPARTMENT'S AFIS WORKSTATION ON AN HOURLY BASIS, PAYABLE FROM THE GENERAL FUND.

MOTION of Commissioner Frank, seconded by Commissioner Wells.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

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PARKING AGREEMENT – The existing parking agreement between the City and Gateway is \$3,500 per month for use of about 100 space daily. Due to the expansion of the Gateway campus, the school's use of the garage has gone up to an average of 300 spaces per day. Staff is recommending the monthly rate be increased to \$7,500 per month effective July 1 and for the rate to increase as a tiered approach between now and then by \$1,000 per month. This will provide the added revenue needed to adequately maintain the garage and parking equipment.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-108-15

AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A PARKING AGREEMENT WITH GATEWAY COMMUNITY AND TECHNICAL COLLEGE FOR US OF THE MIDTOWN GARAGE AT 501 SCOTT BOULEVARD.

MOTION of Commissioner Frank, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

AGREEMENT TERMINATION – In 2008, the City hired ESG to design, construct, and implement various energy saving improvements. As part of this agreement, ESG had an ongoing obligation to measure and guarantee that sufficient savings were achieved to cover the cost of the contract. The City paid ESG an annual fee of just over \$4,000 for measurement and verification of these savings. This measurement has been done for the past five years and has shown that the guaranteed annual savings have been realized and that the savings will continue to be realized for the remaining term of the contract. Staff recommends it is now no longer necessary to pay for these services and the contract should be terminated.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-109-15

AN ORDER/RESOLUTION AUTHORIZING THE TERMINATION OF AN AGREEMENT BETWEEN THE CITY OF COVINGTON AND ENERGY SYSTEMS GROUP, LLC.

MOTION of Commissioner Eilerman, seconded by Commissioner Huizenga.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

SURPLUS PROPERTY – The surplus items include three vehicles.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-110-15

AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.

MOTION of Commissioner Huizenga, seconded by Commissioner Frank.
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

901-907 MADISON AVENUE – The parking lot located 9th and Madison is split into two separate parcels and the City owns one of the two. The lot stays full but there is no way to regulate parking because the City lot is not physically separated from the private lot. Pursuant to O/R-197-14, the Board of Commissioners initially approved the purchase of the lot for an amount not to exceed \$41,000. Upon completion of all title work, the total purchase price has been determined to be approximately \$51,606.74 which is due to unpaid County taxes (most of which have been sold), attorneys' fees and other closing costs. ABM believes that the lot could generate a profit of nearly \$7,000 per year. Once the lot is cleared and landscaped, it would be a key property as development grows south on Madison.

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COMMISSIONERS' ORDER/RESOLUTION NO. O/R-111-15

AN ORDER/RESOLUTION AMENDING COMMISSIONERS' ORDER/RESOLUTION NO. O/R-197-14 TO AUTHORIZE THE PURCHASE OF 901-907 MADISON AVENUE, PAYABLE FROM CAPITAL BOND FUNDS.

MOTION of Commissioner Eilerman, seconded by Commissioner Frank. Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

ADJOURNMENT

MAYOR CARRAN adjourned the meeting at 8:40 p.m.

MAYOR

ATTEST:

CITY CLERK

APPROVED: _____