

**CITY OF COVINGTON, KENTUCKY  
LEGISLATIVE MEETING  
BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 6, 2015, 6:00 PM**

**20 WEST PIKE STREET  
COVINGTON, KENTUCKY**

**AGENDA**

**CALL TO ORDER:** Mayor Sherry Carran

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Reading of Minutes of the meetings of December 16, 2014, minutes (or motion to dispense with reading and approve minutes).

**PRESENTATIONS**

- Gerry Slusher – Northern Kentucky Visually Impaired Community
- FY 14 Comprehensive Annual Financial Report, Kerry Roe, Clark Schaefer Hackett CPA's

**ITEMS FOR CONSIDERATION:**

**NEW BUSINESS – FIRST READING OF ORDINANCES**

1. Consider Ordinance No. O-01-15 entitled: **AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES, CREATING THE POSITION OF PART-TIME BUSINESS ANALYST.** *In the FY 15 Budget, the full time Administrative Assistant position budgeted in the Fire Department was reduced to part-time upon the retirement of Pat Boh from that position on or around January 1, 2015. A new position, that of Part-Time Business Analyst, is recommended, within the Finance Department, that will provide business analytic assistance to the Fire Chief.*

**Staff Reporting:** Dan Mathew, Fire Chief

**NEW BUSINESS – ORDER/RESOLUTIONS**

2. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE FISCAL YEAR 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT AS PRESENTED BY CLARK SCHAEFER HACKETT CPA's.** *The City's FY 2014 Comprehensive Annual Financial Report has been completed by our external auditors, Clark, Schaefer Hackett CPA's and reviewed and accepted by the City's Audit Committee, and has been sent to the Kentucky Department for Local Governments as required.*

**Staff Reporting:** Lisa Goetz, Finance Director

**Recommendation:** Approve Order/Resolution. Approval accepts the FY 14 Comprehensive Annual Financial Report prepared by external auditors Clark Schaefer Hackett CPA's.

3. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION IN APPRECIATION OF COVINGTON RESIDENT JOHN TOPITS FOR HIS CONTRIBUTION TO THE FIRE DEPARTMENT FOR THE PURCHASE OF EQUIPMENT NECESSARY TO UPGRADE THE CITY'S FIRE HYDRANTS.** *Mr. Topits, who has previously donated funding for body cameras for the Covington Police Department, has collaborated with the Covington Fire Department and Chief to identify certain equipment that would benefit the citizens and property owners of the City, and the Department, and once again, generously funded the purchase of such equipment.*

**Staff Reporting:** Dan Mathew, Fire Chief

**Recommendation:** Approve Order/Resolution. Approval expresses the appreciation of the City Commission for Mr. Topits generosity, support, and civic-mindedness.

4. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF BETH JOHNSON, PRESERVATION AND PLANNING SPECIALIST, EFFECTIVE JANUARY 30, 2015.** *Beth has accepted a position with the City of Austin, Texas, in its Planning and Development Review Department as a Senior Planner/Deputy Historic Preservation Officer.*

**Staff Reporting:** Larisa Sims, Assistant City Manager for Development

**Recommendation:** Approve Order/Resolution. Approval accepts the resignation of Beth Johnson to pursue another opportunity in Austin, Texas. Her contributions to the City of Covington are well noted and very much appreciated, and she will be greatly missed. Best wishes are extended for her future success in Texas.

5. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE POSITION OF PRESERVATION AND PLANNING SPECIALIST IN THE DEVELOPMENT DEPARTMENT.** *The job description is being updated so that the duties and responsibilities are clear for potential candidates as they consider applying for the position.*

**Staff Reporting:** Mike Yeager, Community Services Director/City Engineer

**Recommendation:** Approve Order/Resolution. Approval clarifies the job description for Preservation and Planning Specialist candidates.

6. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF PART-TIME BUSINESS ANALYST IN THE COVINGTON FINANCE DEPARTMENT.** *This position will be replacing the current full-time position held by Pat Boh who is retiring January 31, 2015. In the FY 15 Budget, the full-time Administrative Assistant position budgeted in the Fire Department was reduced to part-time upon the retirement of Pat Boh from that position. A new position, that of Part-Time Business Analyst is recommended within the Finance Department, that will provide business analytic assistance to the Fire Chief.*

**Staff Reporting:** Dan Mathew, Fire Chief

**Recommendation:** Approve Order/Resolution. Approval allows the City to begin advertising for this new part-time position.

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE PROPOSAL OF THELEN ASSOCIATES, INC. IN AN AMOUNT OF \$57,784.13 FOR GEOTECHNICAL EXPLORATION AND DESIGN SERVICES FOR STABILITY ASSESSMENT OF A PORTION OF THE LICKING RIVER LEVEE, PAYABLE FROM CAPITAL BOND FUNDS.** *There is a major slide in the levee along the Licking River. Thelen has been hired by the City to monitor the slide and design the fix to ensure the City's flood protection system remains certified by the Army Corps of Engineers. Thelen has discovered a new method to fix the slide that will substantially reduce the repair costs. This process will require some additional design work and this*

*contract approves the costs of this work, as well as the costs of the original emergency work.*

**Staff Reporting:** Mike Yeager, Community Services Director/City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to move forward with additional design work that will substantially reduce the cost to repair this levee along the Licking River.

8. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND TRANSFER PURSUANT TO KRS §§ 82.083 AND 45A.425.** *The surplus items include vehicles from both the Department of Public Improvements and Police Department.*

**Staff Reporting:** Rick Davis, Director, Department of Public Improvements/Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to dispose of obsolete and/or inefficient equipment and to maximize the resale potential.

9. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF KAFFENBARGER TRUCK EQUIPMENT CO. FOR TWO DUMP BODIES WITH UNDER TAILGATE SPREADERS AND PLOWS AS THE BEST RESPONSIBLE BID AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH KAFFENBARGER TRUCK EQUIPMENT CO. IN AN AMOUNT NOT TO EXCEED \$59,600.00, PAYABLE FROM THE CAPITAL IMPROVEMENT FUND.** *Requests for bids were advertised on December 6, 2014, and Kaffenbarger was the only bid received on December 22, 2014.*

**Staff Reporting:** Rick Davis, Director, Department of Public Improvements/Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City's Department of Public Improvements to acquire new equipment so that it can efficiently and effectively address snow and ice removal in the City.

10. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF FULLER FORD, INC. FOR TWO FORD 2015 SUPER CAB CHASSIS, AS THE BEST RESPONSIBLE BID AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH FULLER FORD, INC., IN AN AMOUNT NOT TO**

**EXCEED \$82,443.00, PAYABLE FROM THE CAPITAL IMPROVEMENT FUND.** *Requests for bids were advertised on December 6, 2014, and Fuller Ford was the only bid received on December 22, 2014.*

**Staff Reporting:** Rick Davis, Director, Department of Public Improvements/Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City's Department of Public Improvements to replace outdated and inefficient equipment so that it can efficiently and effectively maintain the City's roads, sidewalks, other infrastructure, facilities, parks, gateways and other public spaces.

11. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING A REQUEST FOR PROPOSALS FOR WASTE MANAGEMENT SERVICES.** *The City's current waste management contract expires on May 1, 2015. The City is seeking competitive bids from qualified contractors for its waste and recycling collection services.*

**Staff Reporting:** Rick Davis, Director, Department of Public Improvements/Assistant City Engineer, Sheila Fields, Solid Waste Coordinator.

**Recommendation:** Approve Order/Resolution. Approval allows the City to issue the Request for Proposals on January 7, 2015. It is anticipated that a successful respondent to the RFP will be recommended to the City Commission in February.

12. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING AN AGREEMENT WITH THE NORTHERN KENTUCKY UNIVERSITY ALTERNATIVE DISPUTE RESOLUTION CENTER TO RETAIN DR. MICHAEL CARRELL TO PROVIDE COLLECTIVE BARGAINING AGREEMENT NEGOTIATION SERVICES FOR THE CITY OF COVINGTON.** *Dr. Michael Carrell provides mediation and negotiation services through the Northern Kentucky University Alternative Dispute Resolution Center. He has provided collective bargaining negotiation services in the past. He will provide his knowledge and experience to assist City management in negotiating the Police and Fire contracts.*

**Staff Reporting:** Frank Warnock, Assistant City Manager/City Solicitor

**Recommendation:** Approve Order/Resolution. Approval allows the City to engage a highly qualified and competent individual to provide mediation and negotiation services for the City with its collective bargaining units.

13. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING A SETTLEMENT AGREEMENT WITH CONSTANCE C.**

**WILSON.** *The City filed a lawsuit against Constance C. Wilson to obtain unpaid occupational license fees owed the City. The parties reached settlement terms in a court-ordered mediation.*

**Staff Reporting:** Frank Warnock, Assistant City Manager/City Solicitor

**Recommendation:** Approve Order/Resolution. Approval allows the City to resolve the lawsuit and accept a settlement amount.

14. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING COMMISSIONER STEVE FRANK AS MAYOR PRO TEM, EFFECTIVE JANUARY 1, 2015.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

15. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING COMMISSIONER CHUCK EILERMAN AS CHAPLAIN, EFFECTIVE JANUARY 1, 2015.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

16. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING MAYOR SHERRY CARRAN AS THE CITY OF COVINGTON'S REPRESENTATIVE TO THE NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT BOARD AND COMMISSIONER JORDAN HUIZENGA AS THE ALTERNATE REPRESENTATIVE.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

17. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING MAYOR SHERRY CARRAN AS THE CITY OF COVINGTON'S REPRESENTATIVE TO THE MUNICIPAL GOVERNMENT LEAGUE OF NORTHERN KENTUCKY AND COMMISSIONER STEVE FRANK AS THE ALTERNATE REPRESENTATIVE.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

18. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING COMMISSIONER BILL WELLS AS THE CITY OF COVINGTON'S REPRESENTATIVE TO THE PLANNING AND DEVELOPMENT SERVICES COUNCIL AND MAYOR SHERRY CARRAN AS THE ALTERNATE REPRESENTATIVE.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING COMMISSIONER CHUCK EILERMAN AND COMMISSIONER JORDAN HUIZENGA AS THE CITY OF COVINGTON'S REPRESENTATIVES TO THE RIVER CITIES GOVERNMENT COALITION OF SOUTHBANK PARTNERS FOR A TWO-YEAR TERM BEGINNING JANUARY 1, 2015 AND ENDING DECEMBER 31, 2016.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

20. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING MAYOR SHERRY CARRAN AS THE CITY OF COVINGTON'S REPRESENTATIVE ON THE BOARD OF DIRECTORS OF THE OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS, FOR A ONE-YEAR TERM, EFFECTIVE JANUARY 1, 2015, AND EXPIRING DECEMBER 31, 2015.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

21. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING COMMISSIONER BILL WELLS AS THE CITY OF COVINGTON'S ALTERNATE REPRESENTATIVE TO THE OKI EXECUTIVE COMMITTEE BOARD.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

**PUBLIC COMMENTS**

**COMMISSIONERS' COMMENTS**

**CITY MANAGER'S COMMENTS**

**CITY SOLICITOR'S COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

**DRAFT**