



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 3, 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 January 20, 2015, (or motion to dispense with reading and approve minutes).

PRESENTATIONS

None

ITEMS FOR CONSIDERATION:

NEW BUSINESS – ORDINANCES

1. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE REPEALING § 32.04 AND § 152.03 OF THE COVINGTON CODE OF ORDINANCES TO ELIMINATE THE LOCAL BOARD OF HOUSING, BUILDING, AND CONSTRUCTION APPEALS.** *The Local Board of Housing, Building, and Construction Appeals is a defunct City board. The appointments of all of its members have expired, and its functions are now handled by Planning and Development Services of Kenton County (PDS). This ordinance eliminates an unnecessary board from the Code of Ordinances.*

Staff Reporting: Larry Klein, City Manager

Recommendation: First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

2. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF PATRICIA BOH, ADMINISTRATIVE ASSISTANT FOR THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JANUARY 31, 2015.** *Pat is retiring after 15 years with the City. She first worked in the Finance Department and in 2005, Pat transferred to the Fire Department as their Administrative Assistant.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution. Approval accepts Pat's resignation for retirement purposes. She has served the City and Fire Department well, and best wishes are extended for her future endeavors.

3. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF KATIE HUSHEBECK, EXECUTIVE ASSISTANT TO THE CITY MANAGER, EFFECTIVE FEBRUARY 6, 2015.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval accepts Katie's resignation as she is taking a position in the private sector that is in line with her graduate studies. Katie has been a tremendous asset to the City and will be greatly missed. I know that she will be a great success in her next position and everyone wishes her well.

4. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF KIM STRATEGIER, PART-TIME CODE ENFORCEMENT INSPECTOR, EFFECTIVE FEBRUARY 2, 2015.** *Kim has done a tremendous job in this position but has accepted a full-time position and will not be able to continue working for the City.*

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

Recommendation: Approve Order/Resolution. Approval accepts Kim's resignation in order to take a full time position elsewhere. She has done an outstanding job for the City working as a part time code enforcement officer, as many can attest to. Best wishes are extended in her new position.

5. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF BERNARD EVANS AS A POLICE OFFICER, EFFECTIVE JANUARY 30, 2015.**

Staff Reporting: Spike Jones, Police Chief

Recommendation: Approve Order/Resolution Approval accepts Mr. Evan's resignation. His service is appreciated.

6. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF RICHARD G. FOX AS A PART-TIME CODE ENFORCEMENT INSPECTOR, EFFECTIVE FEBRUARY 9, 2015.** *With the resignation of Kim Strategier, there is an opening which the department would like to fill as soon as possible. Mr. Fox applied for this position when it was advertised and is still interested in working for the City.*

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

Recommendation: Approve Order/Resolution. Approval accepts Mr. Fox for employment with the City as a part time code enforcement officer to replace Kim Strategier. Mr. Fox is highly qualified. He is retired from Great American Insurance Company as a Senior Investigator/Manager, and was a Police Officer for the City of Blue Ash, Ohio for ten years in the 1970's and 80's. He also has a Bachelor of Science degree in Criminal Justice from the University of Cincinnati, and has a Certified Fraud Examiner (retired) designation.

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPOINTING ED FAULKNER TO THE CITY OF COVINGTON CODE ENFORCEMENT HEARING BOARD, FOR A THREE-YEAR TERM, EFFECTIVE FEBRUARY 5, 2015, AND EXPIRING FEBRUARY 4, 2018.** *Mr. Faulkner will be taking the place of Greg Manning whose term is set to expire.*

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

Recommendation: Approve Order/Resolution. Approval accepts Mr. Faulkner as the newest Member to the City's Code Enforcement Board. Mr. Faulkner is highly qualified for this appointment. He is retired from Sun Chemical Corporation, holding various technical, administrative, sales, and regulatory positions there. He also has a chemistry degree from Widener University. Ed is active in the Pointe Benton Homeowner's Association, and has previously served on the City's Board of Adjustments.

8. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE PUBLICATION OF A REQUEST FOR PROPOSALS**

(RFP) FOR PHASE II OF THE PEASELBERG BASIN PROJECT. *Phase I of this project is now under construction and will be completed this Spring. Phase II will include the construction of a new basin at the intersection of Benton and Highland which is the ideal location because it is the low spot in the area and can collect water from a few different critical locations.*

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

Recommendation: Approve Order/Resolution. Approval allows City staff to issue a Request for Proposals for Phase II of the Peaselburg Basin project, continuing the storm water sewer improvements begun there last year. This infrastructure project is funded by Kentucky Infrastructure Authority and the City's capital budget and is intended to help alleviate flooding and combined sewer backups in the Peaselburg neighborhood. SD1 staff have been very helpful in funding the design of these improvements. The project does eliminate the use of the ballfield currently there. City and SD1 staff have met several times with residents and neighborhood leaders to explain the benefit of the project to property owners, and City staff are working with users of the ballfield to make other accommodations.

9. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE COVINGTON INDEPENDENT PUBLIC SCHOOLS BOARD OF EDUCATION FOR A PARTNERSHIP FOR THE COVINGTON SUMMER YOUTH PROGRAM, AND AUTHORIZING THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$69,000.00, WITH \$35,000.00 PAYABLE FROM THE CDBG PROGRAM ACTIVITIES FUND AND \$34,000.00 PAYABLE FROM THE GENERAL FUND.** *For the past three years, the City and CIPS have implemented a reformatted Summer Youth Program to better align with the strategic efforts of CIPS. The new format allows for each principal to host a Summer Program at their respective school site and all staffing and program planning is handled through CIPS staff. This reformatted program is a savings to the City of almost \$15,000.00.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the City and Covington Independent Public Schools to continue this summer program that is very beneficial to Covington school children.

10. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT WITH**

SANITATION DISTRICT NO. 1 (SD1) FOR THE MAINTENANCE OF GREEN INFRASTRUCTURE TO BE CONSTRUCTED AS PART OF THE IMPROVEMENTS TO THE GUS SHEEHAN PARK. *As part of SD1's current permitting process, the area of the project limits for the Gus Sheehan project trigger water detention requirements. To handle this, green infrastructure was designed and included in the bid documents. In order for this to be approved by SD1, the City needs to agree to maintain these structures once they are built.*

Staff Reporting: Andy Juengling, Zoning Specialist

Recommendation: Approve Order/Resolution. Approval allows the park improvement and green infrastructure projects at Gus Sheehan Park in Devou Park to continue as the City will be responsible for the maintenance of the infrastructure improvements. These improvements are necessary so that storm water entering Gus Sheehan Park can be properly channeled, allowing the full use and enjoyment of the park by visitors.

11. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF SOUTHEASTERN EQUIPMENT FOR ONE NEW CASE 580 N TRACTOR LOADER BACKHOE, AS THE BEST RESPONSIBLE BID, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH SOUTHEASTERN EQUIPMENT, IN AN AMOUNT OF \$82,500.00, PAYABLE FROM CAPITAL FUND.** *Bids were advertised for a 2011 or newer Case 580 N Tractor Loader Backhoe and two bids were received. One bid was for a used 2011 Caterpillar 416E Backhoe and one for a new 2014 Case 580N Backhoe. The new Case backhoe is governmental pricing and comes with a full manufacturer's warranty.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to acquire this equipment for the Department of Public Improvements so that it has the necessary equipment to efficiently and effectively maintain the City's streets and sidewalks, parks, facilities, gateways and other public spaces.

12. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF OHIO CAT FOR ONE NEW CATERPILLAR 303.5 E CR MINI EXCAVATOR, AS THE BEST RESPONSIBLE BID, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH OHIO CAT, IN AN AMOUNT OF \$42,991.00, PAYABLE FROM CAPITAL FUND.** *Bids*

were advertised for a new Kobelco SKO35SR-5 Compact Excavator on January 5 and three bids were received and opened on January 16, 2015. Ohio Cat submitted the best responsible bid.

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

Recommendation: Approve Order/Resolution Approval allows the City to acquire this equipment for the Department of Public Improvements so that it has the necessary equipment to efficiently and effectively maintain the City's streets and sidewalks, parks, facilities, gateways and other public spaces.

13. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF SPECIALTY TRUCK REPAIR, INC. TO REMOVE, REMANUFACTURE, AND REINSTALL A DETROIT DIESEL ENGINE FOR COVINGTON LADDER TRUCK 1, ON AN EMERGENCY BASIS PURSUANT TO KRS 45A.380(1), IN AN AMOUNT OF \$33,650.00, PAYABLE FROM CAPITAL FUNDS.**

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

Recommendation: Approve Order/Resolution. Approval accepts the bid of Specialty Truck Repair, Inc. for a remanufactured diesel engine with a full year warranty for Covington Ladder Truck 1, on an emergency basis. Two other bids were also solicited. The bid from Specialty Truck Repair, Inc. is the most responsible bid as it will provide a remanufactured engine with a full year warranty, and not a used engine with several hundred hours of service with no warranty, for \$21,210.39, or the higher bid from Clarke Power Services of \$45,154.08. In addition, the price from Specialty Truck Repair includes a credit of \$4,500 if the old engine is rebuildable, which would lower the \$33,650 cost to \$29,150.

14. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING THEIR SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.** *Three miscellaneous pieces of equipment are being surplussed.*

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.

15. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ADOPTING A CITY POLICY FOR THE PROTECTION OF PERSONAL INFORMATION, INCLUDING SECURITY AND BREACH INVESTIGATION PROCEDURES AND PRACTICES.** *The Department for Local Government has developed a Protection of Personal Information policy to provide guidance to local governments to minimize the risk of disclosing personal information and setting practical guidelines for effectively responding to security incidents. Every city is required to adopt a Protection of Personal Information policy under Kentucky House Bill 5.*

Staff Reporting: Lisa Desmarais, City Operations Director

Recommendation: Approve Order/Resolution. Approval allows the City to be in compliance with a new state law, approved in 2014 as HB5.

16. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF DEBRA-KEUMPEL FOR HEATING, VENTILATION AND AIR CONDITIONING SERVICES, AS THE LOWEST EVALUATED BID PRICE, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH DEBRA-KEUMPEL, IN AN AMOUNT OF \$22,260.00 PER YEAR, PAYABLE FROM THE GENERAL FUND.** *Three companies responded to the City's request for proposals to consolidate HVAC services under a single vendor for the Police Department headquarters, all Fire stations, and two DPI buildings.*

Staff Reporting: Lisa Desmarais, City Operations Director

Recommendation: Approve Order/Resolution. Approval allows the City to procure a single vendor for all heating and air conditioning service needs of City owned facilities, at a competitively bid price. This also allows Police, Fire and Public Improvements' departments to focus on their core missions, allowing this facility maintenance item to be managed by our City Operations Director.

17. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF ACE EXTERMINATING COMPANY FOR PEST CONTROL SERVICES, AS THE LOWEST EVALUATED BID PRICE, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR**

AND CITY MANAGER TO EXECUTE A CONTRACT WITH ACE EXTERMINATING COMPANY, IN AN AMOUNT OF \$327.00, PER MONTH, PAYABLE FROM THE GENERAL FUND. *The City received two bids for the consolidation of pest control services with Ace Exterminating submitting the best responsible bid.*

Staff Reporting: Lisa Desmarais, City Operations Director

Recommendation: Approve Order/Resolution. Approval allows the City to procure a single vendor for all pest control service needs of City owned facilities, at a competitively bid price. This also allows Police, Fire and Public Improvements' departments to focus on their core missions, allowing this facility maintenance item to be managed by our City Operations Director.

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT