

MINUTES
BOARD OF COMMISSIONERS' MEETING
Tuesday, February 3, 2015 6:00 P.M.
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A **REGULAR MEETING** of the Board of Commissioners of the City of Covington, Kentucky, was opened by Mayor Carran, on Tuesday, February 3, 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 Frank, seconded by Commissioner Huizenga to dispense with the reading of and approve the minutes of the January 20, 2015, meeting minutes.

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

PRESENTATIONS: There were no presentations

NEW BUSINESS – FIRST READING OF ORDINANCES

ELIMINATION OF BOARD – 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.

COMMISSIONERS' ORDINANCE NO. O-02-15

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.

First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

RETIREMENT – Ms. Boh 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-37-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF PATRICIA BOH, ADMINISTRATIVE ASSISTANT FOR THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JANUARY 31, 2015.

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

RESIGNATION – Ms. Hushebeck has accepted a position with a private firm that is more in line with her graduate studies.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-38-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF KATIE HUSHEBECK, EXECUTIVE ASSISTANT TO THE CITY MANAGER, EFFECTIVE FEBRUARY 6, 2015.

MOTION of Commissioner Eilerman, seconded by Commissioner Huizenga.

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

RESIGNATION – Ms. Strategier has done a great job in this position but she has accepted a full-time position and will not be able to continue working for the City.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-39-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF KIM STRATEGIER, PART-TIME CODE ENFORCEMENT OFFICER, EFFECTIVE FEBRUARY 2, 2015.

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

RESIGNATION POLICE DEPARTMENT

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-40-15

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF BERNARD EVANS AS A POLICE OFFICER, EFFECTIVE JANUARY 30, 2015.

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

EMPLOYMENT – With the resignation of Ms. 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-41-15

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF RICHARD G. FOX AS A PART-TIME CODE ENFORCEMENT INSPECTOR, EFFECTIVE FEBRUARY 9, 2015.

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

APPOINTMENT – Mr. Faulkner will be replacing Greg Manning on the Board whose term is set to expire.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-42-15

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.

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

REQUEST FOR PROPOSALS – Phase I of the 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.

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COMMISSIONERS' ORDER/RESOLUTION NO. O/R-43-15

AN ORDER/RESOLUTION AUTHORIZING THE PUBLICATION OF A REQUEST FOR PROPOSALS (RFP) FOR PHASE II OF THE PEASELBURG BASIN PROJECT.

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

MEMORANDUM OF UNDERSTANDING – For the past three years, the City and CIPS have implemented a reformatted Summer Youth Program to better align with strategic efforts of CIPS. The new format allows for each principal to host a Summer Program at their respective school sites 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-44-15

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 CDBG PROGRAM ACTIVITIES FUNDS AND \$34,000.00 PAYABLE FROM THE GENERAL FUND.

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

SD1 AGREEMENT – 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-45-15

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.

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

ACCEPT BID – 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-46-15

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

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TO EXECUTE A CONTRACT WITH SOUTHEASTERN EQUIPMENT, IN AN AMOUNT OF \$82,500.00, PAYABLE FROM CAPITAL FUND.

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

ACCEPT BID – 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-47-15

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.

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

ACCEPT BID – Specialty Truck Repair will be providing a remanufactured engine for Ladder Truck 1 with a full year warranty.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-48-15

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.

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

SURPLUS PROPERTY

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-49-15

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

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

SECURITY POLICY – 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-50-15

AN ORDER/RESOLUTION ADOPTING A CITY POLICY FOR THE PROTECTION OF PERSONAL INFORMATION, INCLUDING SECURITY AND BREACH INVESTIGATION PROCEDURES AND PRACTICES.

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

ACCEPT BID – 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.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-51-15

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.

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

ACCEPT BID – The city received two bids for the consolidation of pest control services with Ace Exterminating submitting the best responsible bid.

COMMISSIONERS' ORDER/RESOLUTION NO. O/R-52-15

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.

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

ADJOURNMENT

MAYOR CARRAN adjourned the meeting at 7:20 p.m.

/s/ Sherry Carran
MAYOR

ATTEST:

/s/ Margaret Nyhan
CITY CLERK

APPROVED: February 17, 2015