

**MINUTES**  
**BOARD OF COMMISSIONERS' MEETING**  
**Tuesday, March 18, 2014 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, March 18, 2014, at 6:00 p.m., in Commission Chambers, 20 West Pike Street, Covington, Kentucky.

Mayor Carran presiding with Commissioners Chuck Eilerman, Steve Frank, Mildred Rains, Michelle Williams, City Manager Larry Klein, and City Solicitor Frank Warnock, present.

**MOTION** of Commissioner Rains, seconded by Commissioner Williams to dispense with the reading of and approve the minutes of the March 4, 2014, meeting minutes.

**Passed.** 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**PRESENTATIONS:**

- Workplace Fraud Hotline – Greg Crump, Internal Auditor, gave a brief presentation on the policy and guidelines that have been developed for the Workplace Fraud Hotline. The hotline is a recommendation of the Mayor's Task Force to Restore Public Confidence.

**NEW BUSINESS – ORDER/RESOLUTIONS**

**RETIREMENT** - Mr. Griess has been employed by the City since 1999, working in the Department of Public Improvements. Don has served in difference capacities including driver, animal control officer, and administration support. He will be missed by staff and best wishes are extended for his future endeavors.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-53-14**

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF DONALD GRIESS, SR. FROM THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE MARCH 31, 2014.

**MOTION** of Commissioner Rains, seconded by Commissioner Williams.  
**Passed.** 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**RETIREMENT** – Mr. Bodde has been employed by the City since 1983 and has been a part of the Finance Department for the past 31 years. He will be retiring as Staff Account.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-54-14**

AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF PAUL BODDE, STAFF ACCOUNTANT IN THE FINANCE DEPARTMENT, EFFECTIVE MAY 1, 2014, SUBJECT TO TERMS AND CONDITIONS OF AN AGREEMENT.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Williams.  
**Passed.** 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**JOB DESCRIPTION** – The job description for Staff Accountant has not been updated for more than ten years. With Mr. Bodde's retirement, it is an appropriate time to review and revise the job description to represent more accurate and necessary job duties in order to implement changes recommended by the State Auditor's report as it relates to segregation of duties and internal controls.

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**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-55-14**

AN ORDER/RESOLUTION APPROVING AN UPDATED JOB DESCRIPTION FOR THE POSITION OF STAFF ACCOUNTANT IN THE FINANCE DEPARTMENT.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**DEVOU PARK IMPROVEMENTS** – Each year the Devou Properties Board and the Devou Park Advisory Committee discuss and prioritize project within Devou Park to be selected and recommended to the City Commission for funding from the Reserve Account from profits from the Drees Pavilion.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-56-14**

AN ORDER/RESOLUTION ACCEPTING THE JOINT RECOMMENDATIONS OF DEVOU PROPERTIES, INC. AND THE DEVOU PARK ADVISORY COMMITTEE FOR THE 2013 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 Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**DEVOU PARK GOLF COURSE CLUBHOUSE** – After many meetings, including input from key stakeholders, a concept design has been developed that provides a solution to concerns and the impacting site constraints. This order/resolution does not commit the Commission to construction of the facility itself but merely moves the project forward with the already approved design contract with Hub and Weber Architects to create the necessary detail design to determine probably cost estimates and construction documents.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-57-14**

AN ORDER/RESOLUTION APPROVING PROPOSED CONCEPT PLAN F FOR THE DEVOU PARK GOLD COURSE CLUBHOUSE REPLACEMENT BUILDING.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**HONK CONTRACT** – Housing Opportunities of Northern Kentucky, Inc. (HONK) is a qualified Community Housing Development Organization for the HOME program. They presented a project to city staff and to the Northern Kentucky HOME Consortium Board requesting funds to rehab a single family home in Dayton, Kentucky. The HOME Consortium Board approved the project at its February 27 meeting. As the lead entity for the Consortium, the Covington City Commission is required to approve the project in order to enter into a contract with HONK.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-58-14**

AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HOUSING OPPORTUNITIES OF NORTHERN KENTUCKY, INC. FOR THE REHABILITATION OF A SINGLE-FAMILY HOME LOCATED AT 1316 FIFTH AVENUE, DAYTON, KENTUCKY, IN AN AMOUNT NOT TO EXCEED \$75,806.00, PAYABLE FROM PROGRAM YEAR 2013 NORTHERN KENTUCKY HOME CONSORTIUM FUNDS.

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**MOTION** of Commissioner Eilerman, seconded by Commissioner Rains.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**1225 CLARK STREET** - The City had purchased the property utilizing CDBG funds. It is a vacant lot and individuals from the abutting properties are interested in its purchase. Once declared surplus, staff will advertise for bids.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-59-14**

AN ORDER/RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED AT 1225 CLARK STREET AS SURPLUS REAL PROPERTY AND AUTHORIZING ITS SALE BY SEALED BIDS PURSUANT TO KRS §§ 82.083 AND 45A.425.

**MOTION** of Commissioner Rains, seconded by Commissioner Williams.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**WELCOME HOUSE** – HOME funds were provided to Welcome House of Northern Kentucky, Inc. for the redevelopment of 1132 Greenup Street. Welcome House has requested that the property be transferred to a single member LLC known as Welcome House Properties-King's Crossing LLC with Welcome House being the sole member of the LLC. The purpose is to allow Welcome House to protect its various parcels of real estate, endowments and investment accounts by moving each parcel of real estate into its own single purpose LLC.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-60-14**

AN ORDER/RESOLUTION APPROVING MODIFYING ANY AGREEMENTS AND LOAN DOCUMENTS BETWEEN THE CITY AND WELCOME HOUSE TO ACKNOWLEDGE WELCOME HOUSE'S NEW LIMITED LIABILITY COMPANY.

**MOTION** of Commissioner Rains, seconded by Commissioner Williams.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**CALEA ACCREDITATION SOFTWARE** – This software will allow the department to create a digital policy manual, implement and track policy changes, allowing training of employees on those changes. It will also allow the department to conduct in-house training and testing on any topic through a digital training module. PowerDMS is the sole source provider of the CALEA Accreditation software.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-61-14**

AN ORDER/RESOLUTION ACCEPTING THE PROPOSAL OF POWERDMS FOR COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) ACCREDITATION SOFTWARE, AT A COST OF \$11,915.00 FOR THE INITIAL YEAR AND \$6,415.00 ANNUALLY THEREAFTER, PAYABLE FROM ASSET FORFEITURE FUNDS.

**MOTION** of Commissioner Rains, seconded by Commissioner Williams.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**SAND RUN NURSERY AGREEMENT** – Sand Run Nursery has agreed to allow the City to start and maintain a tree and plant nursery located at their nursery farm in Hebron utilizing the nursery's equipment and other resources. The City's nursery will be used for the planting, maintaining and harvesting of saplings and plant growth. Once

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mature, these trees and plants will be planted throughout the City to enhance the quality of life and promote urban forestry at a reduced cost than if purchased otherwise.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-62-14**

AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SAND RUN NURSERY & PRESERVE, LLC ALLOWING THE CITY TO PLANT, MAINTAIN AND HARVEST SAPLINGS AT THE NURSERY LOCATED AT 9063 RIVER ROAD, HEBRON, KENTUCKY, WHICH WILL BE PLANTED THROUGHOUT THE CITY OF COVINGTON.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**CHANGE ORDER** – This change order will amend O/R-275-13. This is necessary to cover expenses from unexpected additional work that was necessary in order to get the utilities relocated underground.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-63-14**

AN ORDER/RESOLUTION APPROVING A CHANGE ORDER IN THE AMOUNT OF \$17,805.00 TO HENDY, INC. FOR WORK ASSOCIATED WITH THE MADISON AVENUE STREETScape IMPROVEMENTS, PAYABLE FROM BOND FUNDS.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**STREET RESURFACING** – The 2014 resurfacing program will include more than 60 streets or street sections and will utilize federal CDBG funds and state gas tax funds. Six bids were received for this work.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-64-14**

AN ORDER/RESOLUTION ACCEPTING THE BID OF BLUEGRASS PAVING, INC. FOR STREET RESURFACING WITHIN THE GEOGRAPHIC AREA 1 OF THE CITY AS THE BEST RESPONSIBLE BID AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH BLUEGRASS PAVING, INC. IN THE AMOUNT OF \$564,436.65, PAYABLE FROM CDBG AND GAS TAX ALLOCATIONS FROM THE GENERAL FUND.

**MOTION** of Commissioner Frank, seconded by Commissioner Eilerman.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and Mayor Carran.

**ADA RAMPS** – In conjunction with the street resurfacing, ADA ramps will be installed also using CDBG and state gas tax funds. Five bids were received for this work.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-65-14**

AN ORDER/RESOLUTION ACCEPTING THE BID OF HENDY, INC. FOR THE INSTALLATION OF ADA RAMPS ALONG THE RESURFACED STREETS WITHIN THE GEOGRAPHIC AREA 1 OF THE CITY AS THAT BET RESPONSIBLE BID AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HANDY, INC. IN THE AMOUNT OF \$41,300.00, PAYABLE FROM CDBG AND GAS TAX ALLOCATIONS FROM THE GENERAL FUND.

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**MOTION** of Commissioner Rains, seconded by Commissioner Williams.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**WORKPLACE FRAUD HOTLINE** – The Workplace Fraud Hotline is a recommendation of the Mayor's Task Force to restore Public Confidence, allowing the opportunity for City employees, elected and appointed officials, and contractors and suppliers, to anonymously report fraud in the City's workplace. The ability for employees to anonymously report fraud in the workplace was also recommended by the FBI Special Agent in Charge in Northern Kentucky at a Good Government Summit hosted by State Auditor Adam Edelen in 2013.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-66-14**

AN ORDER/RESOLUTION APPROVING THE ADOPTION OF THE  
WORKPLACE FRAUD HOTLINE POLICES AND PROCEDURES.

**MOTION** of Commissioner Rains, seconded by Commissioner Eilerman.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**LICKING RIVER GREENWAY TRAILS** – Application for a state grant of \$100,000 will allow the continuation of construction of the paved levee trails on the Licking River Greenway which will connect two City parks.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-67-14**

AN ORDER/RESOLUTION SUPPORTING THE RECREATIONAL TRAIL  
GRANT APPLICATION TO THE DEPARTMENT OF LOCAL  
GOVERNMENT, IN AN AMOUNT OF \$100,000.00, FOR PHASE II OF  
THE LICKING RIVER GREENWAY PAVED LEVEE TRAILS,  
EXTENDING FROM CLAYTON MEYER PARK AT THOMAS STREET TO  
AUSTINBURG PARK AT EAST 15<sup>TH</sup> STREET.

**MOTION** of Commissioner Rains, seconded by Commissioner Eilerman.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Rains, Williams, and  
Mayor Carran.

**ADJOURNMENT**

MAYOR CARRAN adjourned the meeting at 7:35 p.m.

/s/ Sherry Carran  
MAYOR

ATTEST:

/s/ Margaret Nyhan  
CITY CLERK

APPROVED: April 1, 2014