



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, December 20, 2016, 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 6, 2016 (or motion to dispense with reading and approve minutes).

PRESENTATIONS:

- FY 2017 First Quarter Budget Update – Lisa Desmarais, Director of Finance and Operations

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-16 entitled: **AN ORDINANCE REPEALING ORDINANCE O-27-13 AND ANY AMENDMENTS THERETO IN THEIR ENTIRETY AND REPLACING THEM WITH ORDINANCE THAT PROVIDES JOB TITLES FOR POSITIONS, A POSITION CLASSIFICATION SYSTEM, SALARY RANGES FOR EACH POSITION, FOR THOSE EMPLOYEES OF THE CITY OF COVINGTON WHOSE POSITIONS ARE NOT REPRESENTED BY ANY UNION.**

Staff Reporting: Frank Warnock, City Solicitor/Assistant City Manager
First Reading, No Vote

OLD BUSINESS – SECOND READING OF ORDINANCES

1. Consider Ordinance No. O-xx-16 entitled: **AN ORDINANCE ESTABLISHING THE DATES OF THE REGULAR LEGISLATIVE MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS FOR JANUARY 2017.**

Staff Reporting: Larry Klein, City Manager
First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

2. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTUCKY, AUTHORIZING THE ISSUANCE OF UP TO \$40,000,000.00 MAXIMUM AGGREGATE PRINCIPAL AMOUNT TAXABLE INDUSTRIAL BUILDING REVENUE BONDS, SERIES 2016, IN ORDER TO ASSIST F&C DEVELOPMENT, INC., OR ASSIGNS, TO FINANCE THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF AN INDUSTRIAL BUILDING FACILITY LOCATED WITHIN THE CITY OF COVINGTON, KENTUCKY AND TO IMPROVE SAID FACILITY; AUTHORIZING THE ISSUANCE OF ADDITIONAL BONDS; PROVIDING FOR THE PLEDGE OF REVENUES FOR THE PAYMENT OF SAID BONDS; AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY OF COVINGTON, KENTUCKY AND F&C DEVELOPMENT INC., OR ASSIGNS, WITH RESPECT TO THE FACILITY (THE “AGREEMENT”); AUTHORIZING A TRUST INDENTURE APPROPRIATE FOR THE PROTECTION AND DISPOSITION OF SUCH REVENUES AND FURTHER TO SECURE THE PAYMENT OF SAID BONDS; AUTHORIZING A BOND PURCHASE AGREEMENT; AND AUTHORIZING A HOME OFFICE PAYMENT AGREEMENT.**

Staff Reporting: Donald Warner, Development Manager
Recommendation: Approve Order/Resolution

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF JOHN MURPHY, ALEXANDRA AVERBECK AND MATTHEW MARTIN AS PATROL OFFICERS, GRADE**

I, IN THE COVINGTON POLICE DEPARTMENT, EFFECTIVE JANUARY 22, 2017.

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF WHITNEY CRAIG, JOSHUA DAVIS, BENJAMIN DIESEL, JAY FELDKAMP, CHRISTOPHER HARLESS, ROBERT HUSER, JOSEPH KAPPA, JONATHAN KRULL, MATTHEW LAFONTAINE, AND TIM NEWMAN AS RECRUIT FIREFIGHTERS IN THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JANUARY 23, 2017.**

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF KYLE RYAN AS PROJECT ENGINEER/ASSISTANT CITY ENGINEER, IN THE DEVELOPMENT DEPARTMENT, EFFECTIVE JANUARY 16, 2017.** *Staff received 47 applications for this position. Mr. Ryan is coming to us from the Northern Kentucky Water District where he has worked since 2009. He is more than qualified for this position.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

6. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF HAROLD CONLEY TO THE POSITION OF PART-TIME RECEPTIONIST.** *The City currently has a part-time receptionist for the morning hours and has a month-to-month contract with a security company for afternoons and early evenings. The City will be cancelling its contract with the security firm and Harold will be filling the afternoon hours, working directly for the City.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A**

PURCHASE CONTRACT WITH THE KENTUCKY TRANSPORTATION CABINET FOR PROPERTY LOCATED AT 309-315 MARTIN LUTHER KING, JR. BOULEVARD, IN AN AMOUNT NOT TO EXCEED \$30,000.00. *This parcel was left as excess right-of-way following the 12th Street widening project. The City will be purchasing the property for its appraised value and will sell to the Center for Great Neighborhoods which will use it for parking.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH THE CENTER FOR GREAT NEIGHBORHOODS (CGN) ALLOWING CGN TO PURCHASE PROPERTY LOCATED AT 309-315 MARTIN LUTHER KING, JR. BOULEVARD, IN AN AMOUNT OF \$30,000.00.** *CGN will be using this lot for parking for their newly renovated building on 12th Street.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF AN INVITATION FOR BID FOR THE SAFE ROUTES TO SCHOOL PROJECT AROUND THE SIXTH DISTRICT ELEMENTARY SCHOOL.** *The City received a Safe Routes to School Grant of \$200,000 to replace the worst blocks of sidewalk around 6th District School. The total construction estimate is \$250,000 and the City will be responsible for any cost over the grant amount.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE CITY TO APPLY FOR SMART GROWTH AMERICA'S TECHNICAL ASSISTANCE: SMALL SCALE MANUFACTURING AND PLACE-BASED ECONOMIC DEVELOPMENT, AND PERMITTING THE MAYOR TO SUBMIT A LETTER OF COMMITMENT ON BEHALF OF THE CITY STIPULATING THAT THE CITY WILL PARTICIPATE IN THE TECHNICAL ASSISTANCE AND IMPLEMENT ANY LOCAL INITIATIVES THAT RESULT FROM THE TECHNICAL ASSISTANCE OFFERED.** *Smart Growth America is offering*

technical assistance to help communities integrate small-scale manufacturing into their place-based economic development efforts. If selected, the City will receive a professionally facilitated two-three day workshops with a customized action plan detailing next steps and resources available to implement the recommendations.

Staff Reporting: Emily Ahouse, Preservation and Planning Specialist

Recommendation: Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 328 PLEASANT STREET FROM HOUSING OPPORTUNITIES OF NORTHERN KENTUCKY IN AN AMOUNT OF \$20,000.00, PAYABLE FROM CDBG FUNDS.** *This is a vacant, single family residence that sits on a double lot. The building has significant structural issues that have prevented HONK from being able to redevelop the property. By purchasing the property with CDBG funds, the City will be able to remove the structure through demolition and will pursue redevelopment of the lot and surrounding lots through in-fill housing.*

Staff Reporting: Jeremy Wallace, Community Development Manager

Recommendation: Approve Order/Resolution

12. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH TERRACON FOR GEOTECHNICAL WORK FOR PHASE II STABILIZATION ON RIVERSIDE DRIVE FROM KENTUCKY AVENUE TO SHELBY STREET, IN AN AMOUNT NOT TO EXCEED \$16,995.00, PAYABLE FROM FISCAL STABILITY INFRASTRUCTURE FUND.**

Staff Reporting: Rick Davis, Public Service Director

Recommendation: Approve Order/Resolution

13. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF AN INVITATION TO BID FOR CONSTRUCTION OF THE WEST WALK INCLUDING A BID ALTERNATE FOR THE UP AND OVER PORTION OF RIVERFRONT COMMONS.**

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

14. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PAYMENT OF \$2,200.00 TO RED BIKE FOR THE INSTALLATION OF THE LONG-TERM ELECTRICAL CONNECTION TO THE RED BIKE STATION AT SEVENTH AND WASHINGTON STREETS.** *The Red Bike station at this site was temporarily connected to an existing Duke service. With the layout for the Duveneck project now known, a permanent metered location can be set. An estimated total cost is \$2,200.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

15. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT ADDENDUM WITH CINCINNATI BELL TELEPHONE COMPANY FOR DATA TRANSMISSION UPGRADES, IN AN AMOUNT OF \$210.00 PER MONTH FOR A 30 MONTH PERIOD, PAYABLE FROM GENERAL FUND.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

16. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF LISA DESMARAIS, DIRECTOR OF FINANCE AND OPERATIONS, EFFECTIVE DECEMBER 31, 2016.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

17. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF MELINDA JENKINS TO THE POSITION OF FINANCE ANALYST IN THE FINANCE DEPARTMENT.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

18. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT ADDENDUM WITH SYSTEMS INSIGHT, IN AN AMOUNT**

NOT TO EXCEED \$1,500.00 PER MONTH FOR A 12-MONTH PERIOD, PAYABLE FROM GENERAL FUND.

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A HUD FORM 51999 GENERAL DEPOSITORY AGREEMENT AS IT RELATES TO HUD FUNDS DEPOSITED WITH US BANK.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

20. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION SUPPORTING THE PROSPECT OF KENTUCKY TRANSPORTATION CABINET RECOMMENDING FUNDING FOR THE RECONSTRUCTION OF HANDS PIKE FROM MADISON AVENUE TO CRYSTAL LAKE AND DECLARING HANDS PIKE AS A TOP PRIORITY FOR THE CITY OF COVINGTON.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

21. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF JAMES PAYNE AS LABORER IN THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE DECEMBER 21, 2016.**

Staff Reporting: Rick Davis, Public Service Director

Recommendation: Approve Order/Resolution

22. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH CMI EQUIPMENT SALES, INC. FOR THE PURCHASE OF A SLOPE MOWER, IN AN AMOUNT OF \$41,278.00, PAYABLE FROM THE INFRASTRUCTURE FUND.**

Staff Reporting: Rick Davis, Public Service Director

Recommendation: Approve Order/Resolution

23. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH JPS CONSTRUCTION, FOR THE CONSTRUCTION OF NEW STORM PIPES, UNDERDRAINS, CATCH BASINS, AND STREET PAVEMENT ON CRYSTAL LAKE DRIVE, IN AN AMOUNT OF \$289,993.00, PAYABLE FROM THE INFRASTRUCTURE FUND.**

Staff Reporting: Rick Davis, Public Service Director

Recommendation: Approve Order/Resolution

24. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING AN ALLOCATION OF \$135,000.00 TO SATISFY EXPENDITURES RELATED TO THE DEVOU CLUBHOUSE PROJECT.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

25. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING PAYMENT TO ATC GROUP SERVICE FOR ADDITIONAL SERVICES PERFORMED RELATED TO SPECIAL INSPECTIONS ON THE DEVOU PARK CLUBHOUSE PROJECT.** *ATC Group has performed additional special inspections for the project which required a change order in the original contract. The work resulted in an additional cost of \$8,152.50.*

Staff Reporting: Rick Davis, Public Service Director

Recommendation: Approve Order/Resolution

26. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A LEASE RENWAL CONTRACT WITH THE COMMONWEALTH OF KENTUCKY FOR A ONE-YEAR EXTENSION OF THE LEASE BETWEEN THE CITY OF COVINGTON AND THE HUMAN RIGHTS COMMISSION, IN AN ANNUAL AMOUNT OF \$1,200.00.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

27. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION FOR AN INVITATION TO BID FOR**

THE PURCHASE AND INSTALLATION OF THE SOUND SYSTEM AND ALARM SYSTEM FOR THE DEVOU GOLF & EVENT CENTER.

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

28. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF DAVID MATHEWS AS INTERIM FINANCE DIRECTOR AND ALLISON HUDSON AS INTERIM OPERATIONS MANAGER, FOR A TEMPORARY PERIOD, EFFECTIVE JANUARY 1, 2017.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

PROJECT UPDATE:

Development Department Website Update – Monica Beavers and Don Warner

Solid Waste Collection Update – Sheila Fields

Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, January 3, 2017.

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT