



K E N T U C K Y

Ashland Board of Commissioners

Thursday, April 11, 2019

12:00 PM

Commissioners' Chambers

AGENDA

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. RECEIVE AND FILE AGENDA

V. RECEIVE AND FILE MINUTES

VI. HEARINGS AND REPORTS

- a. *Mayor and Commissioners' Comments*
- b. *City Manager's Report*
- c. *Census Brief*
- d. *APD Update*

VII. PUBLIC PARTICIPATION - FOR ITEMS NOT LISTED ON THE AGENDA. Anyone with a comment or request may come to the podium and address the Commission concerning matters related to City business, services or personnel. Comments related to election issues or concerning personal disputes will not be allowed. Personal attacks, obscene, or threatening language will not be tolerated. Presentations are limited to five (5) minutes. A yellow light indicates 30 seconds remain and a red light means the time limit has expired. Only one speaker is permitted per subject. No action will be taken at this meeting. Those with comments are asked to fill out an "Inquiry/Complaint Form" and leave it with the City Clerk for distribution to the proper City Department.

VIII. OLD BUSINESS

- a. *Other Old Business*

IX. CONSENT AGENDA - Reading and adoption of a resolution adopting, authorizing and approving the course of action recommended by the City Manager on items appearing on the Consent Agenda.

1. *City Manager recommends authorizing payment of Invoice #18-4159 dated August 23, 2018 in the amount of \$8,815.00; Invoice #18-4313 dated September 25, 2018 in the amount of \$24,412.50; and Invoice #18-4745R dated December 12, 2018 in the amount of \$6,522.50 to Dixon Engineering, Inc.*

for engineering and inspection services on the Catlettsburg Water Tank for the Department of Utilities, Division of Water Distribution.

FISCAL NOTE: Original contract amount \$46,760.00. Paid to date \$4,800.00. (3) invoices totaling \$39,750 included in engineering contract amount. Project amount of \$364,834 will be exceeded with this payment so a budget adjustment will be needed.

- 2. City Manager recommends authorizing payment of Pay Request #2 dated April 2, 2019 in the amount of \$129,840.82 to Morris Contracting for services rendered February 21 - April 2, 2019 for the South 29th Street waterline replacement project for the Department of Utilities, Division of Water Distribution.*

FISCAL NOTE: Payment of \$129,840.82 to contractor. This is part of the waterline replacement project included in the current fiscal year budget for \$740,000 with \$964,798 spent / contractually obligated.

- 3. City Manager recommends awarding the bid for the 5th Street Lift Station Renovation Project to Triple B Construction, 17408 Big Run Trace, Catlettsburg, in the amount of \$41,125.50 for the Department of Utilities, Division of Wastewater Collection.*

FISCAL NOTE: Lowest bid accepted = \$41,125.50. This was not a budgeted project and an adjustment will be needed. Total project cost including engineering is \$53,925.50. The lift station is not functioning properly at this time.

- 4. City Manager recommends awarding the bid for waterline replacement on U.S. 23 from 43rd Street (Ashland) to 11th Street (Catlettsburg) to Southern Ohio Trenching & Excavating, Inc. in the amount of \$429,705.00 for the Department of Utilities, Division of Water Distribution.*

FISCAL NOTE: Only bid received for waterline replacement, \$429,705. This is part of waterline replacement project budgeted at \$740,000 with \$964,798 spent / contractually obligated if this bid is awarded. Emergency repairs have already been completed on this section of line and leak studies indicate additional ones detected.

- 5. City Manager recommends awarding the bid for the purchase and delivery of eight (8) display aerator aerating fountains with operational accessories to The Pond and Lake Connection, 1112 Federal Road, Brookfield, Connecticut in the amount of \$30,409.60 for the Department of Utilities, Division of Water Distribution, and authorizing payment of same upon acceptance of the fountains.*

FISCAL NOTE: Eight (8) Display Aerator Aerating Fountains bid amount= \$ 30,409.60. This item was bid and lowest bid accepted. This item was not budgeted and will require a budget adjustment. The need for these aerating fountains was discovered during the Kentucky Division of Water Comprehensive Performance Evaluation (CPE) performed in Summer 2018.

- 6. City Manager recommends awarding the bid for the interior repair and painting of the Summit Water Storage Tank to Horizon Brothers Painting Corporation, 1053 Kendra Lane, Howell, Michigan, in the amount of \$215,800.00 for the Department of Utilities, Division of Water Distribution.*

FISCAL NOTE: Lowest bid awarded = \$215,800. This project is included in the FY 2018-2019 budget at a total cost of \$300,000.00. The \$300,000.00 includes the \$4,500.00 to Dixon Engineering for design and specifications. Engineering for inspection services not yet determined. Total FY 19 budget for this project is \$300,000 with \$220,300 spent / encumbered if bid is awarded.

- 7. City Manager recommends approval of the request by Ashland in Motion (AIM) to conduct the 5th Annual Firkin Fest on June 15, 2019 on Winchester Avenue between 15th & 17th Streets and on 16th*

Street from Greenup Avenue to Carter Avenue. Set-up will begin on Friday, June 14 at 3:00 PM. The event will take place from 1:00 PM to 6:00 PM on June 15 with cleanup to end at 8:00 PM. Staffing/Volunteers shall be provided by AIM. Activities include beer tasting, entertainment, inflatables for children and food vendors.

FISCAL NOTE: No cost to City. Cost to Ashland in Motion is estimated at \$701.83 - 1 APD Supervisor x 7 hours/3 Streets Employees x 3 hours OT

8. *City Manager recommends approval of the request by the Highlands Museum and Discovery Center to conduct the 3rd Annual Highlands Museum and Discovery Center Kids Fest on July 13, 2019 from 12:00 - 5:00 PM closing Winchester Avenue from 16th Street to 17th Street. Setup is scheduled to begin at 9:00 AM on July 13 and cleanup complete by 7:00 PM. Staff/Volunteers provided by Highlands Museum and Discovery Center.*

FISCAL NOTE: No cost to City. Cost to Highlands Museum is estimated at \$825.79 - 5 Public Services/Streets employees x 5 hours OT

9. *City Manager recommends approval of the request from Christy Meade, President, Poage Landing Days, to conduct the annual Poage Landing Days Founding and Homecoming Street Festival on September 19th - 22nd, 2019. Setup scheduled to begin on Thursday, September 19 at 6:00 PM and cleanup scheduled to begin on Sunday, September 22 following close of event at 6:00 PM. Festival requests closing of Winchester Avenue from 13th Street to 18th Street on Thursday, Friday and Sunday; Winchester Avenue from 13th to 19th closed Saturday only; Ramey Street on Sunday only; City-owned parking lot at 14th Street and Winchester Avenue. Staffing/volunteers provided by Poage Landing Days.*

FISCAL NOTE: Estimated cost to City is \$11,877. This includes 22 APD officers (148.5 hours), Parks employees (50 OT hours), Streets employees (100 OT hours). These labor costs are in addition to the \$30,000 contribution proposed for the FY 20 budget. Total Estimated city contribution = \$ 41,877. Also, request to be covered by City's Liability insurance.

10. *City Manager recommends approving an appointment to the position of Customer Service Representative, Grade 105, in the Department of Finance, effective date contingent upon satisfactory completion of a physical examination.*

FISCAL NOTE: Budgeted and authorized position for FY 19. Salary and benefits total = \$49,905 to be paid from Utility Fund.

11. *Other Consent Items*

X. NEW BUSINESS

- a. *First and second reading and final adoption of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE AN AGREEMENT BEWEN THE CITY OF ASHLAND AND BUILDING CRAFTS, INC. ACCEPTING THEIR PROPOSAL IN THE AMOUNT OF \$75,728.74 TO REMOVE AND REPLACE THE UNDERDRAIN FOR FILTER 6A FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WATER TREATMENT PLANT, AND DECLARING AN EMERGENCY TO EXIST TO ALLOW TWO READINGS OF THIS ORDINANCE ON THE SAME DAY.

FISCAL NOTE: Emergency repair due to underdrain failure. The removal and replacement is not to exceed \$75,728.24. Total project cost for labor, materials and investigation is \$131,517.74. This will require a budget adjustment.

- b. *First and second reading and final adoption of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO ACCEPT THE PROPOSAL FROM XYLEM WATER SOLUTIONS USA, INC. IN THE AMOUNT OF \$25,789.00 FOR THE PURCHASE OF A FILTER UNDERDRAIN, FILTERS, AND SERVICES AT THE WATER TREATMENT PLANT FOR THE DEPARTMENT OF UTILITIES, AND DECLARING AN EMERGENCY TO EXIST TO ALLOW TWO READINGS OF THIS ORDINANCE ON THE SAME DAY.

FISCAL NOTE: Emergency repair due to underdrain failure. The underdrain and filter cost is not to exceed \$25,789. Total project cost for labor, materials and investigation is \$131,517.74. This will require a budget adjustment.

- c. *First and second reading and final adoption of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO ACCEPT THE PROPOSAL FROM BARTON AND LOGUIDICE IN THE AMOUNT OF \$30,000.00 FOR THE WATER TREATMENT PLANT FILTER FAILURE INVESTIGATION FOR THE DEPARTMENT OF UTILITIES, AND DECLARING AN EMERGENCY TO EXIST TO ALLOW TWO READINGS OF THIS ORDINANCE ON THE SAME DAY.

FISCAL NOTE: Investigation services due to underdrain failure. The investigation cost is not to exceed \$30,000. Total project cost for labor, materials and investigation is \$131,517.74. This will require a budget adjustment.

- d. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF GIS TECHNICIAN IN THE DEPARTMENT OF ENGINEERING; AMENDING THE AUTHORIZED POSITIONS TO ADD THE POSITION OF GIS TECHNICIAN (TOTAL STAFF TO CONTINUE NOT TO EXCEED FOUR); AND AMENDING THE AUTHORIZED POSITIONS ELIMINATING ONE TECHNICIAN II POSITION AND INCREASING EQUIPMENT OPERATOR BY ONE POSITION IN THE DEPARTMENT OF PUBLIC SERVICES, DIVISION OF STREET MAINTENANCE OF THE "POLICIES AND PROCEDURES, COMPENSATION PLAN AND CLASSIFICATION PLAN" AS ADOPTED BY ORDINANCE NO. 51, SERIES OF 2017, AS PREVIOUSLY AMENDED.

FISCAL NOTE: Public services authorized positions change could reduce the budgeted salary for one employee by 5%. Engineering authorized position change is yet to be determined. It will depend on if an analyst or a technician is hired. If technician is hired it could save \$6,659.

- e. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND APPROVING CHANGE ORDER NO. 1 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND DIXON ENGINEERING, INC. REGARDING THEIR CONTRACT FOR ENGINEERING AND INSPECTION SERVICES FOR COATING, PAINTING AND REPAIRING THE 1,000,000 GALLON STEEL RESERVOIR (CATLETTSBURG WATER STORAGE TANK) BY INCREASING THE CONTRACT IN THE AMOUNT OF \$15,717.98 FOR THE DEPARTMENT OF UTILITIES.

FISCAL NOTE: Change order for additional inspection time increase of \$15,717.98. Project amount is already exceeded with pending invoice payments. Additional budget adjustment will be required for contract amendment. This will close out the contract.

f. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND APPROVING CHANGE ORDER NO. 1 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND NETWORK INNOVATION SOLUTIONS (NIS) IN THE AMOUNT OF \$24,875.69 FOR THE PURCHASE AND INSTALLATION OF AN ACTIVE DIRECTORY SYSTEM FOR THE CONNECTION OF THE NEW TECHNOLOGY INFRASTRUCTURE.

FISCAL NOTE: Contract increase \$24,875.69 to include active directory system that will improve firewall and security features. Current project budget will accommodate change order amount.

g. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE AN AMENDMENT TO TASK ORDER 2018-02 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND HDR ENGINEERING, INC. REGARDING THE PHASE 2 STORMWATER MS4 COMPLIANCE REPORT IN AN ADDITIONAL AMOUNT OF \$4,060.00 FOR PREPARATION AND SUBMISSION TO THE KENTUCKY DIVISION OF WATER.

FISCAL NOTE: Original task order and change order total \$19,140. A budget adjustment needs to be completed. This will complete the compliance report required to be submitted to the Kentucky Division of Water.

h. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, PROHIBITING THROWING, PLACING, BLOWING OR ALLOWING NOXIOUS WEEDS, RANK VEGETATION, GRASS CLIPPINGS OR LEAVES UPON ANY STREET, ROADWAY, AVENUE, HIGHWAY OR ALLEY AND/OR INTO ANY GUTTER STORM DRAIN OR WATERCOURSE WITHIN THE CITY OF ASHLAND; PROVIDING A FINE FOR THE VIOLATION OF THIS ORDINANCE AND REPEALING R.O. 1939, SECTION 1441.

FISCAL NOTE: There is no fiscal impact to the City.

i. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, CLOSING AN UNIMPROVED PORTION OF CEDAR STREET LOCATED BETWEEN JENKINS STREET AND BLACKBURN AVENUE AND RUNNING PARALLEL TO 6TH STREET IN THE CITY OF ASHLAND, KENTUCKY.

FISCAL NOTE: No cost to City for unimproved street closure.

j. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE A CONTRACT BETWEEN THE CITY OF ASHLAND AND TRIPLE B CONSTRUCTION FOR THE 5TH STREET LIFT STATION RENOVATION PROJECT IN THE AMOUNT OF \$41,125.50 FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WASTEWATER COLLECTION.

FISCAL NOTE: Lowest bid accepted = \$41,125.50. This was not a budgeted project and an adjustment will be needed. Total project cost including engineering is \$53,925.50. The lift station is not functioning properly at this time.

k. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE A CONTRACT BETWEEN THE CITY OF ASHLAND AND SOUTHERN OHIO TRENCHING & EXCAVATING FOR THE WATERLINE REPLACEMENT ON U.S. 23 FROM 43RD STREET (ASHLAND) TO 11TH STREET (CATLETTSBURG) IN THE AMOUNT OF \$429,705.00 FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WATER DISTRIBUTION.

FISCAL NOTE: Only bid received for waterline replacement, \$429,705. This is part of waterline replacement project budgeted at \$740,000 with \$964,798 spent / contractually obligated if this bid is awarded. Emergency repairs have already been completed on this section of line and leak studies indicate additional ones detected.

l. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE A CONTRIBUTION-IN-AID-OF-CONSTRUCTION AGREEMENT FOR ELECTRIC DISTRIBUTION SERVICE BETWEEN THE CITY OF ASHLAND, KENTUCKY, AND KENTUCKY POWER COMPANY FOR THE INSTALLATION OF NEW THREE-PHASE LINE, 3 -25 KVA 120/240 V XFMR WITH 2/04 SERVICE AND THE REMOVAL OF THE OLD PRIMARY LINE, ONE LARGE TREE AND SIDE CUT ONE TREE AT THE 24-MILLION GALLON RAW WATER RESERVOIR FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WATER DISTRIBUTION, AT A COST OF \$3,655.06.

FISCAL NOTE: Electric service line amount= \$ 3,655.06. This item was not budgeted and will need to be included with the budget adjustment for the aerating fountains. The need for these aerating fountains was discovered during the Kentucky Division of Water Comprehensive Performance Evaluation (CPE) performed in Summer 2018.

m. *First reading and approval of an ordinance entitled:*

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND DIRECTING STEPHEN E. GILMORE, MAYOR, TO EXECUTE A CONTRACT BETWEEN THE CITY OF ASHLAND AND HORIZON BROTHERS PAINTING CORPORATION FOR THE REPAIR AND PAINTING OF THE SUMMIT WATER STORAGE TANK IN THE AMOUNT OF \$215,800.00 FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WATER DISTRIBUTION.

FISCAL NOTE: Lowest bid awarded = \$215,800. This project is included in the FY 2018-2019 budget at a total cost of \$300,000.00. The \$300,000.00 includes the \$4,500.00 to Dixon Engineering for design and specifications. Engineering for inspection services not yet determined. Total FY 19 budget for this project is \$300,000 with \$220,300 spent / encumbered if bid is awarded.

n. *Reading and adoption of a resolution entitled:*

A RESOLUTION OF THE CITY OF ASHLAND, KENTUCKY, SUPPORTING THE ASHLAND COMPLETE COUNT COMMITTEE IN THE PREPARATION OF THE 2020 CENSUS.

FISCAL IMPACT: Minimal staff work.

o. *Other New Business*

XI. ADJOURNMENT OR RECESS