



K E N T U C K Y

Ashland Board of Commissioners

Thursday, June 13, 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

- a. *Regular Meeting May 9, 2019*

VI. HEARINGS AND REPORTS

- a. *Mayor and Commissioners' Comments*
- b. *City Manager's Report*

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. 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 Invoices #1715 dated April 30, 2019 and #1713 dated March 31, 2019 in the total amount of \$49,210.20 to Arrow Electric Company, Inc for the Winchester Avenue Streetscape Traffic Signalization, Mast Arm Installation and Street Boring Project.*

FISCAL NOTE: Streetscape budget = \$ 800,000. Streetscape total cost = \$ 308,234.38 and FYTD expenses = \$ 184,180.98.

2. *City Manager recommends authorizing payment of Invoice #4421 dated May 28, 2019 in the amount of \$33,040 to Summit Fence Co, Inc. for the purchase and installation of fencing, gates and all appurtenances for the new Mill Street Facility.*

FISCAL NOTE: Payment for fencing exceeds project budget of \$570,000. Total spent / committed with proposed payment \$588,744.

3. *City Manager recommends authorizing payment of Invoice #103380 dated May 9, 2019 in the amount of \$9,183.96 to Barton & Loguidice for investigating the filter failure at the Water Treatment Plant.*

FISCAL NOTE: Ordinance 44, 2019 authorizing contract of \$30,000 on 04/11/19. A budget adjustment has yet to be received. First payment = \$9,183.96.

4. *City Manager recommends approval for payment of Pay Request #1 dated April 3, 2019 in the amount of \$11,639.25 to Tri-State Construction & Enterprise for the work completed at the Safe Harbor Building #3 Renovation.*

FISCAL NOTE: Payment amount included in the Safe Harbor Project budget of \$65,000. Total spent / committed, \$63,348.09.

5. *City Manager recommends authorizing payment of Invoice #283171-8 dated May 15, 2019 in the amount of \$767,398.11 to Mountain Enterprises, Inc. for the street paving work that has been completed in March, April and May, 2019.*

FISCAL NOTE: MAP Fund budget remaining, \$316,289.35. Balance of invoice to be paid from Street Maintenance. Street Maintenance paving budget total, \$565,000 with \$76,551.35 remaining after this proposed payment.

6. *City Manager recommends approval to accept the property and casualty insurance agreements submitted for renewal this policy year, with coverage effective on July 1, 2019, and approve payment for each of the insurance applicable policies:*
 - a) *Workers' Compensation Insurance policy, Invoice #1, dated May 17, 2019 in the amount of \$131,264.18 to Kentucky Employers Mutual Insurance.*
 - b) *Property Insurance policy, Invoice #P5008-2019-18055-0, dated May 16, 2019 in the amount of \$106,709.73 to Kentucky League of Cities Insurance Services.*
 - c) *Liability Insurance policy, Invoice #L5008-2019-18054-0, dated May 16, 2019 in the amount of \$316,817.46 to Kentucky League of Cities Insurance Services.*

FISCAL NOTE: Total budgeted for all policies = \$595,248. Total policy renewals = \$579,791.37. Change from previous year = \$24,059 or 3.98%.

- a) *Workers' Compensation renewal cost is down by \$21,662 or 14.14% vs. the previous year*
- b) *Property and Liability renewal cost is down \$2,397 or .56% vs. the previous year.*
- c) *The Peoples Insurance contract is reduced by \$0, representing no change from the previous year.*

7. *City Manager recommends authorizing the purchase and payment of a 2019 Chevrolet SUV under the Kentucky Master Agreement in the amount of \$37,186.87 from Bachman Chevrolet for the Ashland Police Department.*

FISCAL NOTE: The Kentucky Master Agreement price is \$37,186.87. Funding will be a \$20,000 insurance settlement for a totaled police vehicle, \$7,500 for previous budget equipment and software that is no longer needed due to the inclusion of email upgrades with the City, and \$12,631.87 in forfeiture funds. Using repurposed equipment from the totaled police vehicle and purchasing specific fitting items the total cost is \$40,131.87.

8. *City Manager recommends awarding the bid for the purchase of (19) nineteen police vehicles to Paul Miller Ford under the Kentucky Master Agreement in the amount of \$644,005.*

FISCAL NOTE: Purchase of 19 police vehicles, \$644,005. Four purchased in FY 19 budget = \$135,580 and 15 purchased in FY20 budget = \$508,425.

9. *City Manager recommends approval authorizing a request by the Summer Motion Committee for the Summer Motion 2019 schedule of events on June 29 - July 4, 2019.*

FISCAL NOTE: City has allocated \$ 30,000 for Contribution and \$ 28,176 for staff salaries for Summer Motion event. Total Fiscal Year 2020 budgeted costs = \$ 58,176.

10. *City Manager recommends approval for the Ashland Fire Department to apply for the Kentucky Fire Commission Gear Extractor Grant. The Fire Commission has developed a program to help fire departments with a means to launder turnout gear to aid in the prevention of cancer related illnesses and deaths seen in the fire service.*

FISCAL NOTE: The Fire Commission will purchase the Extractor and pay for the cost of installation. The City will be responsible for water and electric hook-up. The city will be required to enter into a MOA with the Kentucky Fire Commission upon transfer of equipment.

11. *City Manager recommends approval for the Ashland Fire Department to apply for the 2019 State Homeland Security Grant to purchase 2 Blitzfire Combination Package monitored nozzles.*

FISCAL NOTE: The grant is \$ 5,064 to purchase nozzles and requires no matching funds from City.

12. *City Manager recommends the accepting of the donation from King's Daughters Medical Center of two AED (automatic external defibrillators) for field units for the Ashland Police Department.*

FISCAL NOTE: King's Daughter Medical Center donation of two AED (automatic external defibrillators) with approximate value of \$3,400.

13. *City Manager recommends the probationary appointments of (2) ParaTransit Driver, Grade 106, Finance Department, Mass Transit Division, contingent upon satisfactory completion of a DOT physical examination.*

FISCAL NOTE: Position created for recruitment of non CDL drivers for Paratransit program. These are part-time positions beginning at \$13.276 per hour. Benefits vary per hours worked.

14. *City Manager recommends the probationary appointment of (2) to the position of Fire Fighter, Ashland Fire Department, contingent upon satisfactory completion of physical and polygraph examinations.*

FISCAL NOTE: Authorized position budgeted, Salary = \$61,717 each and \$123,434 total and Benefits = \$46,839 each and \$93,678 total.

15. *City Manager recommends the appointment of Certified Police Officer, Police Department, effective June 30, 2019.*

FISCAL NOTE: Authorized position budgeted, Salary = \$44,028 and Benefits = \$39,580.

16. *Other Consent Items*

X. NEW BUSINESS

- a. *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 SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN THE CITY OF ASHLAND, KENTUCKY AND THE ASHLAND INDEPENDENT SCHOOL DISTRICT FOR THE TERM JULY 1, 2019 TO JUNE 30, 2020.

FISCAL NOTE: Salary and benefits reimbursed to the City by Ashland Independent Schools FYTD = \$40,542.80.

- b. *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 SHORT FORM AGREEMENT BETWEEN THE CITY OF ASHLAND, KENTUCKY AND HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES FOR A COST-OF-SERVICE (COS) STUDY OF RATES FOR BOTH THE WATER AND SEWER SYSTEMS IN THE AMOUNT OF \$72,000.00 AS ADOPTED BY ORDINANCE NO. 21, SERIES OF 2019, FOR THE DEPARTMENT OF UTILITIES.

FISCAL NOTE: Contract not to exceed \$72,000. Need to do budget adjustment for these studies.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND APPROVING CHANGE ORDER NO. 1 DATED APRIL 17, 2019 IN THE AMOUNT OF \$11,280.00 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND SERVICE PUMP & SUPPLY, INC. FOR A CONTRACT ADOPTED BY ORDINANCE NO. 39, SERIES OF 2019, REGARDING REFURBISHING AND RE-INSTALLING ONE FLOWSERVE MODEL 23 EPM RAW WATER INTAKE PUMP FOR THE DEPARTMENT OF UTILITIES, DIVISION OF WATER PRODUCTION.

FISCAL NOTE: Original contract amount and change order total \$98,780. A budget adjustment was never completed on original contract approved in March therefore an adjustment for the entire amount will be needed.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND APPROVING CHANGE ORDER NO. 2 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND ARROW ELECTRIC CO., INC. CHANGING THE COMPLETION DATE FROM MAY 11, 2019 TO JULY 16, 2019 FOR THE WINCHESTER AVENUE STREETScape PROJECT FOR THE DEPARTMENT OF PUBLIC WORKS.

FISCAL NOTE: No financial impact.

- e. *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 TRUST PARTICIPATION AGREEMENT FOR THE KENTUCKY LEAGUE OF CITIES INSURANCE SERVICES GENERAL INSURANCE TRUST FOR FY 2019-2020.

FISCAL NOTE: This agreement is for our property and liability insurance. Fiscal Year 2020 proposed costs = \$ 423,527.19. Costs are \$2,397 lower or .56% over prior year.

f. *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 AGREEMENT BETWEEN THE CITY OF ASHLAND, KENTUCKY AND PEOPLES INSURANCE AGENCY, LLC TO PROVIDE INSURANCE AND/OR RISK MANAGEMENT SUPPORT SERVICES FROM JULY 1, 2019 – JUNE 30, 2020 IN THE AMOUNT OF \$25,000.00 AND AUTHORIZING PAYMENT OF SAME.

FISCAL NOTE: Budgeted contract fee for Property and Casualty broker / agent services of \$25,000. No change from prior fiscal year.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ADOPTING AND ENACTING SUPPLEMENTS S-71, S-72 AND S-73 TO THE CODE OF ORDINANCES OF THE CITY OF ASHLAND.

FISCAL NOTE: Supplements included in Budget at approximately \$8,000 to \$10,000 per year. The amount varies with the number of ordinance adopted by the City.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AMENDING ORDINANCE NO. 61, SERIES OF 2019, WHICH ADOPTED BY REFERENCE THE "PROCUREMENT REGULATIONS FOR THE CITY OF ASHLAND, KENTUCKY, MAY 2019".

FISCAL NOTE: Increasing bid limit from \$20,000 to \$30,000 pursuant to KRS 45A.360.

i. *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 GRW ENGINEERS, INC. REGARDING THEIR CONTRACT TO PROVIDE ENGINEERING SERVICES FOR THE POLLARD MILLS DRAINAGE IMPROVEMENT PROJECT MAKING NO CHANGE TO THE PROJECT TOTAL OF \$421,800.00 BUT RE-DISTRIBUTING FUNDS WITHIN THE CONTRACT FOR THE DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT.

FISCAL NOTE: Total contract amount will not be affected. Change Order #1 decreases CDBG Funding by \$1,745 to \$370,055 and increases Utility Funding by \$1,745 to \$51,745 (waterline replacement). Total spent to date, \$83,903.35.

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 QUITCLAIM DEED OF CONVEYANCE BETWEEN THE CITY OF ASHLAND, KENTUCKY, AND PAUL D. STEWART, NELLA STEWART AND SAVONNA MONTGOMERY REGARDING THE ACCEPTANCE OF THE DONATION OF 3430 CENTRAL AVENUE IN EAST ASHLAND.

FISCAL NOTE: Donation acceptance estimated cost, \$987.61 for back taxes owed. Maintenance costs to maintain grass and loss of minimal property tax revenue.

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 VOLUNTARY DISCLOSURE AGREEMENT REGARDING OCCUPATIONAL LICENSE FEES DURING THE PERIOD OF FEBRUARY 1, 2016 THROUGH AND INCLUDING JANUARY 31, 2019.

FISCAL NOTE: Occupational tax revenue will be received.

l. First reading and approval of an ordinance entitled:

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AMENDING SECTION 2 OF ORDINANCE NO. 101, SERIES OF 2018, PREVIOUSLY AMENDED BY ORDINANCE NO. 161, SERIES OF 2018, AND ORDINANCE NO. 41, SERIES OF 2019, WHICH IS COMMONLY KNOWN AND REFERRED TO AS THE "BUDGET ORDINANCE" OF THE CITY OF ASHLAND.

FISCAL NOTE:

General Fund Increase \$893,498

Tax Increment Finance Fund Increase \$80,956

Floodwall Fund Increase \$18,900

Utility Fund Increase \$447,498

Recreation Operating Fund Increase \$167,354

Capitol Purchase Improvement Fund Increase \$712,146

Total Increase \$2,320,352 (Net of transfers \$1,440,852)

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 AN AGREEMENT WITH THE ASHLAND CHILD DEVELOPMENT CENTER, INC., THE SUB-RECIPIENT OF \$7,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.

FISCAL NOTE: Budgeted project included in FY 2020 CDBG Fund of \$ 7,000 for the reimbursement of operating expenses including utilities and liability insurance.

n. 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 AGREEMENT WITH ASHLAND COMMUNITY KITCHEN, INC., THE SUB-RECIPIENT OF \$5,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG).

FISCAL NOTE: Budgeted project included in FY 2020 CDBG Fund for \$5,000 for the reimbursement of operating expenses including utilities and liability insurance.

o. 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 AGREEMENT WITH THE BOYD COUNTY COUNCIL ON AGING, INC., ASHLAND SENIOR CENTER, THE SUB-RECIPIENT OF \$14,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.

FISCAL NOTE: Budgeted project included in FY 2020 CDBG Fund for \$ 14,000 for operating expenses of Ashland Senior Center including utilities, food, supplies and liability insurance.

p. *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 AGREEMENT WITH COMMUNITY ASSISTANCE REFERRAL SERVICE, INC. (CARES), THE SUB-RECIPIENT OF \$30,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.

FISCAL NOTE: Budgeted project to reimburse Cares up to \$ 30,000 for case manager staff salaries.

q. *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 AGREEMENT WITH HILLCREST BRUCE MISSION, THE SUB-RECIPIENT OF \$18,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.

FISCAL NOTE: Budgeted project included in FY 2020 CDBG Fund.

r. *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 AGREEMENT WITH SHELTER OF HOPE, INC., THE SUB-RECIPIENT OF \$5,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.

FISCAL NOTE: Fiscal Year 2020 budget includes \$ 5,000 for the reimbursement of operating expenses including utilities and liability insurance.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, APPROVING LOAN NO. 2019-M-002 TO CCC MANAGEMENT, LLC D/B/A GILLUM DRUG IN THE AMOUNT OF \$42,135.51 TO BE PAID FROM THE 2018 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND AUTHORIZING STEPHEN E. GILMORE, MAYOR, TO EXECUTE LOAN DOCUMENTS.

FISCAL NOTE: Money is budgeted in FY19 budget and included in Program year 2018 CDBG Action Plan for forgivable loan in the amount of \$ 42,135.51.

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

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, FIXING THE AD VALOREM TAX LEVY FOR THE YEAR 2019, PAYABLE IN THE YEAR 2019, ON REAL ESTATE, PERSONAL PROPERTY, AND FRANCHISES IN THE CITY OF ASHLAND FOR THE CITY REVENUE PURPOSES, PROVIDING FOR A DISCOUNT OF ONE PERCENT (1%) ON AD VALOREM TAXES ONLY WHICH ARE PAID ON OR BEFORE THE 15TH DAY FOLLOWING THE BILL DATE AND PROVIDING FOR A PENALTY OF TEN PERCENT (10%) AND SIX PERCENT (6%) INTEREST PER ANNUM FOR ANY TAXES WHICH ARE PAID AFTER THE DUE DATE, SAID DUE DATE BEING 30 DAYS FOLLOWING THE BILL DATE.

FISCAL NOTE:

FY19 Proposed Tax Rate = \$.2714 per \$100 of assessed property value

FY 18 Proposed Tax Rate = \$.2834 per \$100 of assessed property value

FY19 Proposed Tax Rate = \$70,000 house bill = \$189.98

FY18 Tax Rate = \$70,000 house bill = \$198.38

FY19 Proposed Tax Rate decrease on \$70,000= \$(8.40) per year

u. *Other New Business*

XI. EXECUTIVE SESSION

a. *Potential Litigation*

XII. ADJOURNMENT OR RECESS