



**Ashland Board of Commissioners  
Special Regular Meeting (COVID19)  
Thursday, September 10, 2020  
12:00 PM  
Commissioners' Chambers**

**AGENDA**

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. RECEIVE AND FILE CALL LETTER**

**V. HEARINGS AND REPORTS**

**VI. OLD BUSINESS**

- a. *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 WITH SAFE HARBOR OF NORTHEAST KENTUCKY, LLC, THE SUB-RECIPIENT OF \$12,000.00 FROM THE 2019 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT-CV FUNDS.*

***FISCAL NOTE: CDBG grant funds in the amount of \$12,000 to Safe Harbor of Northeast Kentucky to fund food pantry, Utilities and liability insurance per 2019 CDBG Action Plan.***

- b. *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 WITH SAFE HARBOR OF NORTHEAST KENTUCKY, INC., THE SUB-RECIPIENT OF \$20,000.00 FROM THE 2020 PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT.*

***FISCAL NOTE: A grant in the amount of \$20,000 for the use in the food pantry, utilities and liability insurance which was funded in Plan Year 2020 CDBG Action Plan.***

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

*AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ACCEPTING THE PROPOSAL OF HOWERTON ENGINEERING & SURVEYING PLLC FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$32,000.00 FOR ENGINEERING SERVICES FOR CONSTRUCTION, OBSERVATION AND REPORTING SERVICES FOR THE DEBORD TERRACE SIDEWALKS, STAIRS AND HANDRAIL PROJECT AND AUTHORIZING STEPHEN E. GILMORE, MAYOR, TO ENTER INTO A CONTRACT FOR SAID SERVICES FOR THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT BLOCK GRANT FUNDS.*

***FISCAL NOTE: Engineering services to be paid with CDBG funds. Amount of CDBG funds budgeted - \$311,000.00. Approximate cost of project = \$393,820.00. The Housing Authority of Ashland will pay a portion of the total cost of the project.***

- d. *Second reading and final adoption of an ordinance entitled:*

*AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, AUTHORIZING AND APPROVING CHANGE ORDER NO. 3 BETWEEN THE CITY OF ASHLAND, KENTUCKY AND FREDERICK & MAY CONSTRUCTION CO., INC. REGARDING THEIR CONTRACT FOR THE POLLARD MILLS DRAINAGE IMPROVEMENT PROJECT INCREASING THE CONTRACT AMOUNT BY \$41,313.00, \$21,428.50 PAID BY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS AND \$19,884.50 PAID BY THE UTILITY FUND, FOR THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.*

***FISCAL NOTE: The cost of \$39,769.00 for full-depth asphalt will be paid out of the Utility Fund (19,884.50) and CDBG funds (19,884.50) out of water line replacement money.***

- e. *Second reading and final adoption of an ordinance entitled:*

*AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ADOPTING THE REVISED JOB DESCRIPTIONS FOR THE POSITIONS OF PUBLIC SERVICE OFFICER III AND ADMINISTRATIVE ASSISTANT IN THE DEPARTMENT OF POLICE; AND AMENDING THE AUTHORIZED POSITIONS TO REFLECT SAID CHANGES OF THE "POLICIES AND PROCEDURES, COMPENSATION PLAN AND CLASSIFICATION PLAN" AS ADOPTED BY ORDINANCE NO. 51, SERIES OF 2017, AS PREVIOUSLY AMENDED.*

***FISCAL NOTE: This will have minimal financial impact due to retiring employee salary being higher which will cover the 5% increase in grade for position.***

## **VII. 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 awarding the bid for the Debord Terrace Sidewalks, Stairs and Handrail Project to Frederick & May Construction Company, Inc. in the amount of \$393, 820.00 for the Department of Community and Economic Development.*

***FISCAL NOTE: Total bid amount - \$503,693.00. Deletion of individual concrete step sections 12 - \$29,405.00, 13 - \$18,381.00, 20 - \$9,610.00, 21 - 16,177.00 and 22 - \$10,248.00 totaling \$83,821.00. Deletion of crosswalks and signage - \$8,625.00. Deletion of sidewalks - \$17,427.00. Total amount deleted - \$109,873.00. \$503,693.00 minus \$109,873.00 - \$393,820.00. Project is included in the 2020 CDBG Action Plan. Funding through HUD CDBG Grant - \$295,365.00. Funding through Ashland Housing Authority - \$98,455.00.***

2. City Manager recommends authorizing payment of Invoice #0055410 in the amount of \$770.00, Invoice #0055409 in the amount of \$2,290.00, Invoice #0055412 in the amount of \$371.53 and invoice #0055411 in the amount of \$45.00 all dated July 31, 2020 to be paid from Community Development Block Grant funds to GRW Engineering for engineering services for the Pollard Mills storm water, sidewalks, curbs, gutters and paving contract.

**FISCAL NOTE: Total Contract Amount/CDBG - \$373,493.00. Total Contract Amount/Utility Fund - \$48,307.00. Amount paid to date/CDBG - \$147,946.94. Amount paid to date/Utility Fund - \$35,003.50. Current Amount due/CDBG - \$3,476.53. Balance of contract remaining after current payment/CDBG - \$222,069.53. Balance of contract/Utility Fund - \$13,303.50**

3. City Manager recommends authorizing payment of Invoice #0163339 dated August 14, 2020 in the amount of \$33,240.02 to Strand Associates, Inc. for engineering services for the Wastewater Treatment Plant Expansion and Improvements Project for the Department of Utility Operations.

**FISCAL NOTE: Total Contract Amount \$535,990.00. Amount paid to date \$183,014.47. Current Amount Due \$33,240.02. Balance of contract remaining after current payment = \$352,975.53. This project is for project management, surveying and preliminary engineering for the expansion of the Wastewater Treatment plant is funded by CSO funds.**

4. City Manager recommends authorizing the request from Ashland in Motion for the First Friday Cruise Line to be held on October 2, 2020 from 6:00 - 7:00 PM with line up to begin in Central Park at 4:00 PM. The event is a classic car cruise. Ashland Police Department will escort the cars along a designated route (parade-like).

**FISCAL NOTE: No cost to City.**

5. City Manager recommends authorizing the request from Two Hearts Pregnancy Care Centers to participate in the National Life Chain on Sunday, October 4, 2020 from 1:00 - 3:00 PM on Winchester Avenue from 12th Street to 15th Street on sidewalks only.

**FISCAL NOTE: No cost to City.**

6. City Manager recommends authorizing the request from the Paramount Arts Center to present PAC LIVE! hosting the Rocky Horror Picture Show LIVE with Barry Bostwick at the Port of Ashland on Saturday, October 10, 2020 with set-up beginning at 10:00 AM on Friday, October 9, 2020. Event tickets will be \$25.00 per person. Food trucks will be on site and concession sales will include beer, wine, malt beverages, popcorn and other pre-packaged foods.

**FISCAL NOTE: No cost to City.**

7. City Manager recommends authorizing the request from Ashland Alliance for the Winter Wonderland of Lights event beginning November 16, 2020 and continuing through January 3, 2021.

**FISCAL NOTE: Estimated cost of \$8,049.94. Police - 12 officers - \$2,500.00. Streets - 15 employees x 8 Overtime hours. Parks - 6 employees x 3 Overtime hours. Amounts budgeted in FY21 budget.**

8. City Manager recommends authorizing three (3) probationary appointments to the position of Fire Engineer in the Department of Fire effective September 13, 2020.

**FISCAL NOTE: Per Engineer \$69,479 salary, \$49,798 benefits, total \$119,277. Total for (3) Engineers = \$357,831.**

9. City Manager recommends authorizing a probationary appointment to the position of Fire Captain in the Department of Fire effective September 13, 2020.

**FISCAL NOTE: Salary \$72,766, benefits \$51,147, total = \$123,913**

10. City Manager recommends authorizing a probationary appointment to the position of Battalion Chief in the Department of Fire effective September 13, 2020 at a salary of \$74,367.00 (w/HRA) and benefits in the amount of \$50,163.00 for a total of \$124,530.00.

**FISCAL NOTE: See above. Amount budgeted in FY21 budget.**

11. City Manager recommends authorizing a probationary appointment to the position of Traffic Technician (I or II/107 or 109) in the Division of Street Maintenance effective September 13, 2020.

**FISCAL NOTE: Traffic Tech I salary \$32,399, benefits \$29,924, total = \$62,323**

## VIII. 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 CONTRACT BETWEEN THE CITY OF ASHLAND AND FREDERICK & MAY CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$393,820.00 FOR THE DEBORD TERRACE SIDEWALK, STAIRS AND HANDRAIL PROJECT FOR THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT TO BE FUNDED BY THE HOUSING AND URBAN DEVELOPMENT BLOCK GRANT (CDBG) AND THE ASHLAND HOUSING AUTHORITY.

**FISCAL NOTE: Total bid amount - \$503,693.00. Deletion of individual concrete step sections 12 - \$29,405.00, 13 - \$18,381.00, 20 - \$9,610.00, 21 - 16,177.00 and 22 - \$10,248.00 totaling \$83,821.00. Deletion of crosswalks and signage - \$8,625.00. Deletion of sidewalks - \$17,427.00. Total amount deleted - \$109,873.00. \$503,693.00 minus \$109,873.00 - \$393,820.00. Project is included in the 2020 CDBG Action Plan. Funding through HUD CDBG Grant - \$295,365.00. Funding through Ashland Housing Authority - \$98,455.00.**

- b. First reading and approval of an ordinance entitled:

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ADOPTING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FOR THE CITY OF ASHLAND BUS SYSTEM.

**FISCAL NOTE: Additional training costs for staff due to mandatory annual training established in plan. Specific training rate TBD. Cost of training will be split 50/50 with Federal Transit Association.**

- c. 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 2020, PAYABLE IN THE YEAR 2020, 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: Fiscal Year 2019 Tax Rate - \$.2714 per \$100 of assessed property value. Fiscal Year 2020 Tax Rate - \$.2671 per \$100 of assessed property value. Compensating Rate. Example: \$70,000 home - FY2019 tax \$189.98/FY2020 tax \$186.97.**

d. *DISCUSSION ITEM:*

*Sign Ordinance Appeal by RE/MAX Realty Connection at 1627 Greenup Avenue. "Outdoor Advertising Sign" on side of building not permitted in B3 Downtown Business Zone.*

**IX. ADJOURNMENT OR RECESS**