

The Franklin, KY City Commission convened in **regular session** at 6:00 PM, Monday, **February 13, 2012** in the Simpson County School Board meeting room, 430 S. College Street, Franklin, Kentucky. Member attendance as follows:

Mayor Ronnie Clark	Present and in the chair presiding
Commissioner Mason Barnes	Present
Commissioner Larry Dixon	Present
Commissioner Jamie Powell	Present
Commissioner Henry Stone	Present

Others present included City Manager, Kenton Powell; City Attorney, Scott Crabtree; Finance Director, Cendy Dodd; Police Chief, Todd Holdér; Water Distribution Superintendent, Clif Beecher; Waste Water Superintendent, Chris Klotter; City Clerk, Kathy Stradtner; F-S Human Rights representative, Donzella Lee; meeting Videographer/F-S school employee Allie Meador; and Franklin Favorite/WFKN media representative; Keith Pyles.

**Honorable Mayor Ronnie Clark** called the meeting to order at 6:00 PM, and Father Drury of Saint Mary's Catholic Church was present and offered an opening prayer.

#### **APPROVAL OF MINUTES**

**Motion** by Commissioner Powell and second by Commissioner Dixon, to approve the minutes from the January 19, 2012 special called Joint City/County meeting, and the January 23, 2012 regular City Commission meeting. Ayes: All. Motion carried unanimously.

#### **HEAR THE PUBLIC**

##### **▪ Donzella Lee – Human Rights Commission Annual Report**

Ms. Lee discussed the 2011 annual report prepared by the Franklin-Simpson Human Rights Commission (HRC). The following items were included in the report

- 10 complaints received and mediated, pending or resolved
- HRC members attended 8 workshops in Owensboro, Bowling Green, Lexington, Hopkinsville, and Louisville, KY and Austin, TX
- HRC sponsored several programs throughout the year including Camp Habitat for 25 youth; Boys & Girls Club skating field trip for 20 kids; sponsored 4 youth in the Boys & Girls Club basketball program; Project Graduation project; and partnered with Franklin Police Department for the Trunk and Treat program
- Worked with City regarding use of funds for the Harristown Revitalization Project in creating green space, sidewalks, street repairs overall sprucing and cleaning of community, and a small sitting park

The Mayor commended the Human Rights Commission on their positive influence and being an important part of our community.

**REGULAR BUSINESS**

**GENERAL GOVERNMENT**

• **Discussion Regarding Code Enforcement Job Description**

Per discussion during the January 19 called joint City/County meeting, City Manager Powell and Judge-Executive Jim Henderson met last week to develop a job description for a joint City/County Code Enforcement Officer and the resulting description was included in the Commission meeting's packet. The City Manager and Judge-Executive agree the Code Enforcement Officer should support the Animal Control Ordinances by writing citations and perform follow-up to verify corrective actions are accomplished. An area of concern was the pay scale; City Manager Powell targeted an annual salary of \$30k, split evenly by the City and County, whereas Judge Henderson felt a total range between \$35k and \$50k may be more suitable. Commission input solicited. Discussion included a desire for the candidate to review compliance with City/County Codes including Business license, Building Permits, proper licensing, support animal control ordinance, and be a presence in the town. Hours expected to be between thirty-five and forty hours per week, with some flexibility per the season, and be a contracted position; Bowling Green City uses two part-time individuals to perform the duties in their community. During comments, Commissioner Dixon suggested the position be under the direction of the City Manager, with daily contact; Commissioner Barnes inquired how close to advertising for the position was the project, City Manager's response was he expected the first of March or middle of April to begin interviewing candidates. At present waiting for County to create their fee schedule for violations, corrections.

• **Discussion/Presentation of City Government Software**

Distribution Superintendent Beecher addressed the Commission regarding City Government Software. A few months ago City staff started the search for software that could be utilized to track work orders, service calls, customer complaints, fleet maintenance, licensing, project tracking, and permit & code enforcement. The desired product will keep all important data in one place and easily accessed throughout City staff, and progress of orders and projects input with little effort. The various software modules were discussed, and that work projects would be tracked from initial contact to end of job, with input all along the way. After research, Distribution Superintendent Clif Beecher found two different software products that would fit the City needs: City Works and Cartegraph. Both provide basically the same functions, but the ease of use, price and City staff's familiarity with portions of the Cartegraph system led to Mr. Beecher's conclusion that Cartegraph would be the right choice for the City.

**PHASED PROJECT PRICING**

Cartegraph		Cityworks	
Phase I	\$32,225	Year 1	\$29,000
Phase 2	\$18,455	Year 2	\$29,000
Phase3	\$30,425	Year 3	\$29,000
		Year 4	\$29,000
		Year 5	\$29,000

The Cartegraph system includes a Work Director (a work management application), Call Director (allow work orders to be initiated in or out of the office and track the order components), Call Director (give employees access to work requests linked to the work management system), Fleet Director (fleet management application), Pavement, Water, & Sewer View, Storm Water management, Sign View, Map Director, Cartegraph Mobile tools, Code Enforcement, and many other applications. Nearby cities that use all or part of the Cartegraph system include Bowling Green, KY and Nashville, TN. After a lengthy discussion of the uses and implementation of such software, the Mayor related his interest in pursuing such a program for our community; Commission Dixon stated his opinion that implementing such a system and keeping the various pieces of information in one easily accessible format would realize a cost savings in the future; Commission Stone inquired about the availability of funds. Finance Director Cendy Dodd was present, and was able to confirm that the cost of Phase 1 was available, and the graduated implementation could be fit into the City budgets.

- **Discussion and/or Possible Action Regarding Resolution No. Z-2007 General Purchasing Procedures**

Per discussion during a previous Commission meeting, City Manager Powell presented a resolution amending Resolution Z-2007 regarding purchases and would enable the Finance Director and/or City Manager to approve purchases between \$5,000 to \$20,000 under certain circumstances. Current policy limits the Finance Director and City Manager to a maximum of \$750 in purchases. Following discussion, **motion** by Commissioner Barnes and second by Commissioner Powell to approve Resolution A-2012, and authorize amendment of the City Manager and Finance Director's employment contracts to coordinate with the amended purchasing limits. Ayes: All. Motion carried unanimously.

**RESOLUTION A-2012**

**A RESOLUTION OF THE CITY OF FRANKLIN, KENTUCKY AMENDING PREVIOUS RESOLUTION NO. Z-2007 SETTING FORTH GUIDELINES FOR GENERAL PURCHASING AND CONTRACT OF GOODS AND SERVICES UNDER \$20,000**

*WHEREAS, the City of Franklin Board of City Commissioners desire to enact a Resolution setting forth guidelines for general purchasing and contracting of goods and services under \$20,000.00;*

*NOW, THEREFORE, BE IT RESOLVED by the City of Franklin, Board of City Commissioners that the Municipal Order shall be amended as follows:*

*I. General Purchasing/Contracting Guidelines for all purchases and contracts under \$20,000.00*

*A. At the beginning of each fiscal year, the City Clerk shall place an advertisement in the local newspaper requesting any and all providers and contractors who desire to do business with the City of Franklin to send written notification to the City indicating what services or goods, i.e. electrical, plumbing, etc., they could provide to the City. Said advertisement shall specify that anyone desiring to provide services must supply a copy of the Contractor's General Liability Insurance Policy with limits not less than \$500,000.00, proof of workers compensation insurance and proof of a city occupational license must accompany said information. Upon receipt of said information, the City Clerk shall retain the original and deliver copies to each Department Head.*

*B. Any person or business entity providing any service to the City of Franklin for which said person or business entity would not be covered under the City of Franklin's Workers Compensation Insurance, shall have a written Contract for Service with the City of Franklin regardless of the amount of said Contract. Said Contract shall be approved by the Board of City Commissioners prior to the commencement of the duties under said Contract.*

*C. Regardless of any provision herein to the contrary, unless an emergency exists as defined herein, or unless included in the annual budget as adopted or amended and which has been approved by the City Commission, the Board of City Commissioners shall be notified prior to*

any expenditure by the City's staff in excess of \$5,000.00 for services, equipment or capital improvements.

**II. Purchase of Goods Under \$20,000.00**

**A. Purchases between \$5,000.00 and \$20,000.00** - For all individual purchase of goods between \$5,000.00 and \$20,000.00, the Department Head must contact providers and obtain at least three written quotes for said goods. When possible, the Department Head shall contact those providers who provided the City information pursuant to Section I herein indicating a desire to provide goods to the City of Franklin. The quotes shall not be made public until presented to the Board of City Commissioners for approval. Provided, however, that if the good(s) or service(s) are included in the budget that was duly adopted by the Board of City Commissioners and the cost/purchase price is within the budgeted amount(s), no further action is necessary other than approval by the City Manager and/or Finance Director.

**B. Purchases under \$5,000.00** - For all purchases of goods under \$5,000.00, quotes are not necessary. If said funds are not approved in the budget, then the Department Head desiring to purchase said goods, shall be required to get approval of Board of City Commissioners and the budget must be properly amended prior to making said purchase.

**III. Contract for Services Under \$20,000.00**

**A. Contracts between \$5,000.00 and \$20,000.00** - For all contracts for services between \$5,000.00 and \$20,000.00, the Department Head must contact providers and/or contractors and obtain at least three written quotes for said services. When possible, the Department Head shall contact those contractors who have provided the City information pursuant to Section I herein indicating a desire to work for the City.

**B. Contracts under \$5,000.00** - For all contracts for services under \$5,000.00, quotes are not necessary. However, the Board of City Commissioners must approve said Contract prior to the purchase of goods or commencement of services. Provided, however, that if the good(s) or service(s) are included in the budget that was duly adopted by the Board of City Commissioners and the cost/purchase price is within the budgeted amount(s), no further action is necessary other than approval by the City Manager and/or Finance Director. Contracts for \$2,500.00 or less do not need to receive prior approval from the Board of City Commissioners.

**C. Contract Requirements** -- All contracts entered into under Section A and B must be in writing and the Contractor's general liability insurance policy with limits not less than \$500,000.00, proof of workers compensation insurance and proof of a city occupational license must be attached to said Contract prior to commencement of services.

**D. Exceptions** -- For those businesses who have an annual contract for services, i.e. landscaping, said contract may be renewed one time without obtaining new quotes so long as said Contractor has performed a satisfactory job and the compensation is under \$20,000.00.

**IV. Contracts for Professional Service** -- In accordance with KRS 424.260, contracts for professional service shall not be subject to this order, regardless of the amount.

**V. Emergency Circumstances**

An emergency circumstance is defined as any event in which persons or property is in immediate danger or harm. In such situations, if quotes and written Contracts for Services cannot be obtained, then the Mayor may approve said purchase of goods or contract for services. Said contractor shall still provide a copy of his/her general liability policy for not less than \$500,000.00, workers compensation certificate and occupational license.

**• Discussion and/or Possible Action Regarding Purchase of Utility Trailer for Public Works**

In a memo, Public Works Superintendent Derick Minnick related that the trailer currently used in the mowing program is broken beyond repair, and requires replacement prior to the start of the 2012 mowing season. The trailer hauls the three Kubota mowers and is a custom trailer designed to haul all three mowers at once, which saves time and fuel cost for the Street Department. After contact vendors for bids, the following three bids were received.

Vendor	Bid Price	Meets Specs?
B J's Trailers, Lebanon TN	\$4,575	Yes
Trailer World Bowling Green KY	\$5,995	Yes
Hays Trailer Sales Russellville KY	\$5,390	Yes

Mr. Minnicks' memo included recommendation to purchase the low bid from BJ's Trailers. During discussion there was question as to the items presented by the bidders showing difference in trailer or accessory dimensions and if this might not result in longer use of the equipment. **Motion** made by Commissioner Powell and seconded by Mayor Clark to accept the lowest and best responsive, responsible bid from Hayes Trailer Sales at the bid price of \$5,390. Ayes: All. Motion carried unanimously.

**PUBLIC SERVICES**

No business

**PUBLIC SAFETY**

No business

**COMMUNITY SERVICES**

No business

**UTILITIES**

• **Report on Water Leaks Improvement Activities**

Water Distribution Superintendent Clif Beecher was present and gave a report on the water leak detection project. Since May, 2011, the Water Department crews have replaced or removed 2.2 miles of 2 inch galvanized water lines. Working in conjunction with Kentucky Rural Water Association (KRWA), we have come up with a four pronged approach to reduce our water loss.

1. Continue to replace all two inch galvanized water mains. When those are complete, our goal is to move on to replace the four inch water mains.
2. Replace all old fire hydrants that are leaking and becoming obsolete; currently twenty-eight. If each hydrant is leaking only one gallon per minute, the lost water adds up to over 1,200,000 gallons each month.
3. Continue leak detection efforts to locate valves and isolate sections of water main, and as staff performs that task, use leak detection equipment to determine if there are any leaks on each section.
4. Continue to replace the large meters with the new Magnetic meter, which has no moving parts, thereby reducing costs to test them on an annual basis. Also expect this to help with accurate metering of water used.

The Water Distribution Departments goal for the next fiscal year is to continue with this approach, with the addition of some new equipment and hopefully one new employee to give us the ability to have two full crews working to fulfill the goals and reduce water loss. Following Mr. Beecher's presentation, Mayor Clark let the public know that any damage done to streets during the water line replacements/repairs will be repaired as soon as weather permits.

- **Discussion and/or Possible Action Regarding Wastewater Treatment Plan Facilities Management Plan**

Waste Water Treatment Plant Superintendent Chris Klotter was present to address the Commission regarding the Waste Water Treatment Plant (WWTP) Regional Facilities Plan. The City is required to comply with Administrative Regulation 401 KAR 5:006, "Wastewater Planning Requirements for Regional Planning Agencies". Part of this requirement is the completion of a WWTP Asset Inventory. The City of Franklin is past due to comply with the Inventory, and Mr. Klotter solicited for, and received quotes from three engineering groups.

<b>Company</b>	<b>Quotes</b>
Strand Associates	not to exceed \$14,600
Water Management Services LLC	not to exceed \$12,000
Kenvirons	not to exceed \$10,000

Once the inventory is completed, it must be submitted and accepted by the State before the regulation can be satisfied. Mr. Klotter related the Asset Inventory is a new requirement; Mark Sneve of Strand Associates was on the committee that proposed the new requirements, and therefore has an intimate knowledge of these requirements. Also, the quote from Strand clearly spells out the timeline and task required, whereas the other quotes do not. Stand also personally made a scope of maps at the WWTP, and Mr. Klotter expressed his confidence that if the work were completed by stand, the WWTP would get final and timely approval of the report from Frankfort. Following discussion, motion made by Commissioner Powell and second by Commissioner Dixon to take Waste Water Plant Superintendent Klotter's recommendation, and award the Asset Inventory job to the lowest and best responsive, responsible bid from Strand Associates at an amount not to exceed \$14,600, and authorize the Mayor to sign any documents necessary per this motion. Ayes: All. Motion carried unanimously.

### ORDINANCES

- **Second Reading of an Ordinance of the City of Franklin, Kentucky, County of Simpson, Kentucky, and the Simpson County Board of Education Approving the Interlocal Cooperation Agreement for Reimbursement of Certain Costs Including, But Not Limited to the Costs of a School Resource Officer and for the Simpson County Board of Education to Provide Videographer to Record Certain Governmental Functions for a Period of Ten (10) Years**

Mayor Clark gave a second, summary reading to proposed ordinance number IA.010-01-2012 approving the Interlocal Cooperation Agreement between the City, County and School Board for Reimbursement of Certain Costs Including, But Not Limited to the Costs of a School Resource Officer and for the Simpson County Board of Education to Provide Videographer to Record Certain Governmental Functions for a Period of Ten (10) Years. Motion by Commissioner Barnes and second by Commissioner Powell to adopt Ordinance IA.010-01-2012. Roll Call Vote: Commissioner Mason Barnes, Yes; Commissioner Larry Dixon, Yes; commissioner Jamie Powell, Yes; Commissioner Henry Stone, Yes; Mayor Clark, Yes. Motion carried. Mayor Clark commended the City Attorney for his diligence in getting this document prepared and to adoption.

**EXECUTIVE SESSION**

**Motion** by Commissioner Powell and second by Commissioner Barnes to enter in to executive session for the purpose of deliberations on acquisition, or sale, of real property where publicity would be likely to affect the value {KRS 61.810(b)}, discussion of proposed, or pending litigation {KRS 61.810(c)}, and discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee or member {KRS 61.810(f)}. Ayes: all. Motion carried unanimously at 7:00 PM. Entering executive session were Mayor Clark and the four Commissioners, City Attorney Crabtree, Finance Director Dodd, and City Manager Powell.

Finance Director Dodd exited the executive session at 7:20 PM.

At 7:35 PM, **motion** made by Commissioner Barnes and second by Commissioner Dixon to close the executive session and return to open session. Ayes: all. Motion carried unanimously.

**CITY ATTORNEY REPORTS**

None

**CITY MANAGER REPORTS**

None

**OTHER COMMISSION BUSINESS**

None

**ADJOURNMENT**

**Motion** by Commissioner Powell and second by Commissioner Dixon to adjourn the City Commission meeting. Ayes: All. Motion carried at 7:35 PM.

  
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Ronnie Clark, Mayor

  
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Kathy Stradtner, City Clerk

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