

**MINUTES OF REGULAR SESSION
OF THE
CITY OF FRANKLIN
CITY COMMISSION**

June 24, 2019

**City Hall
117 West Cedar Street
Franklin, Kentucky**

The Franklin, Kentucky City Commission met in Regular Session at 12:00 Noon, Monday, **June 24, 2019**, in the City Hall meeting room located at 117 West Cedar Street, Franklin, Kentucky.

Members attending were as follows:

Mayor Larry Dixon	Present
Commissioner Jamie Powell	Present
Commissioner Herbert Williams	Present
Commissioner Brownie Bennett	Present
Commissioner Wendell Stewart	Present

Others present included City Manager Kenton Powell; City Attorney Scott Crabtree; City Personnel Director/Deputy Clerk, Rita Vaughn; City Finance Director, Shaunna Cornwell; City Police Chief, Roger Solomon; Public Works Superintendent Chris Klotter; City Clerk, Cathy Dillard; F-S Human Rights Commission Director, Donzella Lee; Franklin Favorite/WFKN media representative, Keith Pyles; Tammie Carey, Community Development Director; Lisa Deavers, Bicentennial Committee Chairperson; Jolie Brown and Carlton Hogan from the Franklin Housing Authority; Phil Lockhart; Jason Gill, Executive Director of Good Samaritan, Inc.; and Elizabeth Ramsey.

Mayor Dixon called the meeting to order at 12:00 Noon, and Jason Gill, Executive Director of Good Samaritan, Inc., offered the opening prayer.

APPROVAL OF MINUTES

Motion was made by Commissioner Powell and seconded by Commissioner Williams to approve the minutes as presented of the June 10, 2019, special called meeting of the Franklin City Commission

Voting aye: All. Motion carried unanimously.

RECOGNITION

Jolie Brown, Executive Director of Housing Authority of Franklin introduced Carlton Hogan, Maintenance Supervisor of the Housing Authority of Franklin. Mr. Hogan was nominated by Jolie Brown and selected from a state-wide pool of nominees as the Maintenance Person of the Year from the Kentucky Housing Association.

Mayor Dixon and the Commissioners thanked Carlton for his commitment to his job and for providing a vital and valuable service to the residents and employees at the Housing Authority.

COMMUNITY SERVICES

Lisa Deavers, Bicentennial Committee Chairperson, provided the Commission with a calendar of events and activities planned on July 4, 5 and 6 celebrating the 200th anniversary of the County of Simpson. July 4 will feature various events throughout the day with July 5 featuring and Firecracker 200 Kiddie Parade on the downtown square followed by F-S Renaissance Friday Night concert. July 6 will feature community activities throughout the day at the Jim Roberts Community Park.

Mrs. Deavers reminded everyone that more community events are planned throughout 2019 with New Year's Eve featuring a passing of the torch from the County Judge Executive to the Mayor in celebration of the City of Franklin's bicentennial.

Community Development Director Tammie Carey asked for the Commissions input regarding the next neighborhood walk. Mrs. Carey recommended Monday, July 22 at 6:00 PM with a special called City Commission meeting to follow at the Gentleman's Unlimited Club Pavilion at Lincoln Park to begin at 7:00 PM. Carey also presented a preliminary map for the Neighborhood Walk.

Motion was made by Commissioner Bennett and seconded by Commissioner Stewart to cancel the regularly scheduled Noon City Commission meeting on Monday, July 22, 2019, and to hold a special called meeting on Monday, July 22, 2019, at 7:00 PM at the Gentleman's Unlimited Club Pavilion at Lincoln Park.

Voting Aye: All. Motion carried unanimously.

GENERAL GOVERNMENT

City Attorney Scott Crabtree asked the Commission to consider a resolution amending the small purchases policy for purchases from \$20,000.00 to \$30,000.00 without formal procurement procedures. The Kentucky Legislature made a change in the law in the past Legislative session that becomes effective July 1, 2019, allowing the increase.

In addition, Crabtree asked the Commission to consider increasing per transaction spending limit, without Commission approval, of the City Manager and/or the Finance Director from \$5,000.00 to \$10,000.00.

Motion was made by Commissioner Powell and seconded by Commissioner Williams to authorize an increase in the transaction spending limit of the City Manager and/or the Finance Director from \$5,000.00 to \$10,000.00 and to further approve the following Resolution E-2019 which increased the City’s small purchases policy to \$30,000.00, with both increases to become effective July 1, 2019.

Voting Aye: All. Motion carried unanimously.

CITY OF FRANKLIN, KENTUCKY

RESOLUTION NO. E-2019

A RESOLUTION OF THE CITY OF FRANKLIN, KENTUCKY AMENDING PREVIOUS RESOLUTION NO. N-2016 SETTING FORTH GUIDELINES FOR GENERAL PURCHASING AND CONTRACT OF GOODS AND SERVICES UNDER \$30,000

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 \$30,000.00 which shall become effective July 1, 2019;

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 \$30,000.00

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.

II. Purchase of Goods Under \$30,000.00

A. Purchases between \$5,000.00 and \$30,000.00 - For all individual purchase of goods between \$5,000.00 and \$30,000.00, 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.

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 \$30,000.00

A. Contracts between \$5,000.00 and \$30,000.00 – For all contracts for services between \$5,000.00 and \$30,000.00, 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 \$30,000.00.

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.

RESOLVED this 24th day of June, 2019, with an effective date of July 1, 2019.

City Attorney Scott Crabtree asked the Commission to consider a proposed ordinance to annex 5.39 acres on Peden Mill Road owned by SAV Investments, LLC. Crabtree provided a draft ordinance along with supporting documentation.

Commissioner Powell and Commissioner Williams asked to sponsor the ordinance annexing the property. First summary reading of the ordinance took place during the ordinance portion of the meeting.

City Manager Kenton Powell asked the Commission to review and approve the street closure request by the Franklin-Simpson Chamber of Commerce for the annual Garden Spot Run/Walk on Saturday, August 10, 2019, and the Friday night children's event on August 9, 2019. F-S Chamber of Commerce Executive Director Steve Thurmond provided a course description by street name for both events.

Motion was made by Commissioner Bennett and seconded by Commissioner Powell to approve the Franklin-Simpson Chamber of Commerce street closure request for the annual Garden Spot Run/Walk on Saturday, August 10, 2019, and the Friday night children's event on August 9, 2019.

Voting Aye: All. Motion carried unanimously.

City Manager Kenton Powell discussed the current ordinance regarding fireworks within the City limits. The dates and hours for fireworks is July 3 and July 4 from 10:00 AM until 12:00 Midnight and will remain unchanged this year. Powell recommended informative videos for the City's social media outlets and airing on the local government cable channel to educate the public about the day and time restrictions for fireworks.

Elizabeth Ramsey addressed the Commission regarding her concerns that fireworks are being discharged outside of the timeframe authorized in the ordinance. She asked for increased efforts by law enforcement and was very receptive to educational efforts by City government.

No action was taken on this matter.

Community Development Director Tammie Carey asked the Commission to approve a request by the Bicentennial Committee to close West Kentucky Avenue between Main Street and College Street on Friday, July 5, 2019, beginning at 4:45 PM. This area will be utilized for the Firecracker 200 Kiddie Parade.

Motion was made by Commissioner Stewart and seconded by Commissioner Bennett to approve closing West Kentucky Avenue between Main Street and College Street on Friday, July 5, 2019, beginning at 4:45 PM until the Firecracker 200 Kiddie Parade event is over.

Voting Aye: All. Motion carried unanimously.

City Manager Kenton Powell asked the Commission to authorize the Mayor to sign a letter of support for Lewis Memorial Home’s proposed expansion. The letter of support will assist Lewis Memorial’s efforts to acquire a USDA loan to finance their expansion.

Motion was made by Commissioner Powell and seconded by Commissioner Bennett to authorize the Mayor to sign a letter of support for Lewis Memorial Home’s proposed expansion of their assisted living facility.

Voting Aye: All. Motion carried unanimously.

City Manager Kenton Powell asked the Commission to consider the appointment of Wayne Powell to the Board of Directors of the Franklin Electric Plant Board to fill the unexpired term of Lester Key.

Motion was made by Commissioner Bennett and seconded by Commissioner Stewart to approve the appointment of Wayne Powell to the Board of Directors of the Franklin Electric Plant Board to fill the unexpired term of Lester Key which expires on September 16, 2021.

Voting Aye: All. Motion carried unanimously.

City Finance Director Shaunna Cornwell asked the Commission to award the City’s property and casualty insurance coverage from the six bids which were received. Cornwell provided the Commission with a thorough analysis and estimate of all bids received as follows:

Kentucky League of Cities (Agent: Franklin Insurance)	\$158,133
Zurich (Agent: Franklin Insurance)	\$140,330
Glatfelter (Agent: Franklin Insurance)	\$149,164
Travelers (Agent: Higgins Insurance)	\$137,059
Tokio Marine/Houston Casualty (Agent: Higgins Insurance)	\$125,064
Brit-Lloyd (Agent: Gallagher Insurance)	\$149,245

Motion was made by Commissioner Powell and seconded by Commissioner Bennett to award the property and casualty insurance coverage bid to Higgins Insurance Agency, Tokio Marine/Houston Casualty, as the lowest and best responsive and responsible bidder for a three (3) year term and to further authorize the Mayor to sign any and all documents related to the award of this bid.

Voting Aye: All. Motion carried unanimously.

City Finance Director Shaunna Cornwell provided a summary of the Fiscal Year 2019-2020 budget prior to second reading of the ordinance approving the budget. Cornwell discussed each component and fund of the budget.

No action was taken by the Commission following this discussion, second reading of the budget ordinance took place during the ordinance portion of the meeting.

UTILITIES

Public Works Director Chris Klotter asked the Commission to consider approval to hire Jon Zambrano as an independent contractor for Geographic Information System (GIS) Administrator services. Klotter indicated funding for the independent contract was budgeted.

Motion was made by Commissioner Powell and seconded by Commissioner Williams to approve hiring Jon Zambrano as an independent contractor for Geographic Information System (GIS) Administrator services subject to review and approval of the Independent Contractor Agreement with Contractor by Zambrano, with any revisions or changes subject to approval by City Manager and City Attorney, and further authorized the Mayor to sign the Agreement upon final approval.

Voting Aye: All. Motion carried unanimously.

Public Works Director Chris Klotter asked the Commission to consider participation in the National League of Cities Service Line Warranty Program which offers homeowners in the City the opportunity to purchase repair service plans for broken or leaking outside water and sewer lines. This program offering is at no cost to the City.

Motion was made by Commissioner Powell and seconded by Commissioner Bennett to approve participation in the National League of Cities Service Line Warranty Program, which is at no cost to the City of Franklin, and to further authorize the Mayor to sign any and all documents necessary to participate in this program.

Voting Aye: All. Motion carried unanimously.

ORDINANCES

City Clerk Cathy Dillard provided second summary reading of Ordinance No. 2019-014 titled: *An Ordinance of the Board of Commissioner of the City of Franklin, Kentucky, Authorizing The Grant of an Inducement for the Acquisition and Construction of a Project Pursuant to The Kentucky Business Investment Program (KRS 154.32-010 to 154.32-100) Whereby the City Agrees to Forego the Collection of the One Percent (1%) City Occupational License Fee on Wages from Holley Performance Products, Inc. that would Otherwise be Due with Respect To Project Employees, which Amounts shall be Collected and Remitted to the City to be Refunded Upon Employer’s Request Over a Term of Not Longer than Ten (10) Years from the Activation Date Established by Said Program; and Taking Other Related Action*

Motion was made by Commissioner Powell and seconded by Commissioner Williams to approve Ordinance No. 2019-014 and was unanimously approved by the following roll call vote:

Mayor Dixon	<u>Aye</u>
Commissioner Powell	<u>Aye</u>
Commissioner Williams	<u>Aye</u>
Commissioner Bennett	<u>Aye</u>
Commissioner Stewart	<u>Aye</u>

City Clerk Cathy Dillard provided second summary reading of Ordinance No. 2019-011 titled: *An Ordinance Adopting the Annual Budget for the Fiscal year Beginning July 1, 2019 and Ending June 30, 2020 by Estimating Revenues and Appropriations*

Motion was made by Commissioner Bennett and seconded by Commissioner Stewart to approve Ordinance No. 2019-011 and was unanimously approved by the following roll call vote:

Mayor Dixon	<u>Aye</u>
Commissioner Powell	<u>Aye</u>
Commissioner Williams	<u>Aye</u>
Commissioner Bennett	<u>Aye</u>
Commissioner Stewart	<u>Aye</u>

City Clerk Cathy Dillard provided first summary reading of Ordinance No. 2019-015 titled: *Ordinance Annexing to the City of Franklin, Kentucky Approximately 5.39 Acres Located on Peden Mill Road, Being Contiguous to the Existing City Limits of Franklin, Kentucky in Accordance with the Comprehensive Plan of Annexation*

No action is taken on first reading of an ordinance.

EXECUTIVE SESSION

At 1:20 PM, motion was made by Commissioner Williams and seconded by Commissioner Bennett to enter into Executive Session for the purpose of:

LAND ACQUISITION – Deliberations on the future acquisition or sale of real property by a public agency where publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency {KRS 61.810(1)(b)}

PERSONNEL – Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee or member {KRS 61.810(1)(f)}

BUSINESS – Discussions between a public agency a representative of a business entity concerning a specific proposal, where open discussions would jeopardize the siting, retention, expansion, or upgrading of the business {KRS 61.810(1)(g)}

Voting Aye: All. Motion carried unanimously.

Entering Executive Session were Mayor Dixon; Commissioners Powell, Bennett, Williams and Stewart; City Manager Kenton Powell; and City Attorney Scott Crabtree. Dennis Griffin of the Franklin-Simpson Industrial Authority entered Executive Session at 1:20 PM and exited at 1:40 PM. Public Works Director Chris Klotter and Police Chief Roger Solomon entered Executive Session at 1:40 PM. Chief Solomon exited Executive Session at 1:41 PM and Mr. Klotter exited Executive Session at 2:17 PM.

At 2:24 PM, motion was made by Commissioner Stewart and seconded by Commissioner Bennett to exit Executive Session and return to open session.

Voting Aye: All. Motion carried unanimously.

OTHER COMMISSION BUSINESS

Motion was made by Commissioner Powell and seconded by Commissioner Williams to promote Officer Zack Duke to Franklin Police Department third shift Sergeant’s position effective July 1, 2019.

Voting Aye: All. Motion carried unanimously.

Mayor Dixon asked the City Manager for any other reports to the Commission. City Manager Kenton Powell thanked the Commission for passing the budget and asked them to pray for pension reform.

Mayor Dixon asked the City Attorney for a report to the Commission. City Attorney Scott Crabtree said September is City Government Month in the state of Kentucky and asked for the Commission’s support.

Mayor Dixon asked of the Commissioners for any comments:

Commissioner Stewart wished everyone a safe and happy July 4th holiday and reminded the public that unauthorized fireworks are difficult to control and asked the public be supportive of the days and hours approved for fireworks.

Commissioner Bennett asked the public to please attend the Bicentennial events planned for July 4, 5, and 6.


Commissioner Williams asked City Manager Kenton Powell to confirm the total approved budget amount for Fiscal Year 2019-2020. Powell confirmed the total budget was \$14 million.


Commissioner Powell wished everyone a safe and happy 4th of July holiday.

ADJOURNMENT

At 2:29 PM, motion was made by Commissioner Powell and seconded by Commissioner Stewart to adjourn the regular meeting of the Franklin City Commission.

Voting Aye: All. Motion carried unanimously.


Larry Dixon, Mayor
City of Franklin, Kentucky


Cathy Dillard, City Clerk
City of Franklin, Kentucky