

The Franklin, KY City Commission convened in **regular session** at 12:00 pm, **Monday, November 24, 2014**, in the City Hall meeting room, 117 W. Cedar 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 Wendell Stewart	Present

Others present included City Manager Kenton Powell; City Attorney, Scott Crabtree, Franklin Chief of Police, Roger Solomon; Franklin Police Officer Cadets Brian Crane, George Arnold, and Daniel Riley; Franklin Police Chaplain, Kenny Dale Reeves; City Clerk, Kathy Stradtner; Finance Director, Shaunna Cornwell; Personnel Director/Deputy Clerk, Rita Vaughn; FiberNet Services Manager, Tammie Carey; City Network Engineer, Glenn Dalcourt; Franklin Street Superintendent, Derick Minnicks; Franklin Water Distribution Superintendent, Clif Beecher; Franklin Bank & Trust CEO Gary Broady & Senior Trust Officer Guy Waggoner; and Franklin Favorite / WFKN media representative, Keith Pyles.

Mayor Ronnie Clark called the meeting to order at 12:00Noon, and Franklin Police Chaplain Kenny Dale Reeve offered an opening prayer.

APPROVAL OF MINUTES

Motion was made by Commissioner Powell and second by Commissioner Dixon to approve the minutes from the November 10, 2014 regular City Commission meeting. Ayes: all. Motion carried unanimously.

RECOGNITION

The newest Franklin Police Officers are attending the Department of Criminal Justice Training Center in Richmond, Kentucky for the law enforcement certification training program. The officers are home for the Thanksgiving break, and City Manager Powell wished to take this time to publically introduce them: Brian Crane, George Arnold and Daniel Riley. The officers have completed the fifth week of the eighteen week program.

HEAR THE PUBLIC

None

REGULAR BUSINESS

COMMUNITY SERVICES

- **Discussion and Possible Action — Upcoming Board Member Term Expirations**

City Manager Powell reminded the Commissioners that several City appointed Board Member terms will be expiring on December 31, 2014, and it will be appropriate to take action at the December For your information, the following City appointed Board member terms will be expiring on December 31, 2014, and it would be appropriate to make appointments/re-appointments at the next Commission Meeting on December 8, 2014: Camille Fuller Ambulance Board, Debbie Hudson Parks Board, Tim Crocker Parks Board, Jerry Summers Property Maintenance Board, and Dick Timmerman, Housing Authority of Franklin.

GENERAL GOVERNMENT

• **Discussion of Employee Deferred Compensation**

Franklin Bank & Trust CEO Gary Broady and Senior Trust Officer Guy Waggoner were present to discuss with the Commission Franklin Bank's recently developed and expanding trust department, and specifically what features they can offer with respect to the City's Deferred Compensation Plan. After a full discussion with the Board of Commission and City Finance Director Shaunna Cornwell, Mr. Waggoner answered questions from the Commission and audience. Mayor Clark thanked the gentlemen for their presentation, and after the Commission has an opportunity to review the information and receive any comments from the City employees, they expect to revisit the proposal at their next meeting.

• **Discussion and Possible Action – Contractor Information Sheet**

The City has been reviewing its policy of requiring a completed Contractor Information Sheet at the time a building permit is requested. Currently the process is that when a contractor or individual goes to Planning & Zoning and requests a building permit, among the documentation they must complete, is a Contractor Information Sheet to be completed and delivered to the City. The completed document is supposed to identify contractors / sub-contractors expected to be used on the construction project. The completed document is provided to City Hall where our Tax Collector verifies that all workers listed have properly obtained a business license. The process was designed to prohibit the issuance of a building permit until all identified businesses are in compliance with our City Business Tax Ordinances. Planning and Zoning will not issue a building permit until the City "signs off" on the form. City Hall has received several complaints over the years from local business owners that the process is cumbersome, difficult to comply with, and often provides City Hall with unreliable data. At this time, City Finance Director Conwell discussed this process with the Commission to determine if changes could be made to allow for a more streamlined process for the contractors while being certain City Hall receives reliable and verifiable information. A lengthy and complete discuss followed as to if the current process is a reliable detection process, and whether the time to prepare justifies the results. One discussion note was that since the initial development of this form, the City's process have improved and advanced to such a point that gathering such information may be better served at the completion end of the building permit, perhaps at the time of the issue of the certificate of occupancy or preparation of annual Forms 1099, and also by utilizing the Code Enforcement Officer. Following the discussion, the Finance Director was given general direction by the Commission to proceed with updating and improving this information gathering process, using the Contractor Information Sheet as she sees fit and implementing on the back end of the permitting process as discussed.

• **Discussion – Area Development Fund Grant and Upgrade to Cable Channel & Commission Meeting Equipment**

Fiber Services Manager Tammie Carey and Network Engineer Glenn Dalcourt spoke to the Commission regarding the Area Development Funds allocated to the City this year. This money is administered by the Barren River Area Development District and award of the Simpson County funds are alternated from year to year between the city and the county. The 2014 funds were allocated to the City and on May 12th, the Commission approved Resolution # A-2014 that authorized filing of the 2014 Area Development Fund Application to the Barren River Area Development District. The application was to provide assistance for the purchase of computer and electronic equipment required for the upgrade of the system for the government access channel as well as electronic equipment for the commission chamber room. That application was approved and the items purchased for the cable channel equipment upgrade and new monitors for the commission room.

DETAIL OF INITIAL PURCHASES USING ADFG MONIES

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL</u>
3	50" Smart TV's	\$526.99	1,580.97
2	Microsoft Surface Pro 3 Tablets	\$799.99	1,599.98
2	Google Chromecast Streaming Device	\$35.00	70.00
4	USB Extension Cables	\$ 9.99	39.96
2	Hard Drives	\$73.50	147.00
3	Mount for TV	\$ 75.98	227.94
1	Power Strips	\$ 8.52	8.52
1	Conduit/Couplers	\$161.11	161.11
2	Extension Cords	\$ 14.22	28.44
1	Extension Cord	\$ 9.47	9.47
1	Shipping Charges	\$132.70	132.70
	Adapters and Converters	70.15	70.15
TOTAL	\$4,076.24		

After those items were purchased, \$1,123 of grant funds remained. Tammie and Glenn began to explore the option of using tablets for commission packets instead of the current process of producing paper packets. When looking into the cost of tablets that would be sufficient for agenda packet use, it was determined the tablets would pay for themselves in approximately 2 months. Information regarding costs was furnished.

COST ANALYSIS TO PRODUCE PAPER COMMISSION PACKETS:

• Paper (average of 100 pieces per packet) at .006 cents per sheet	.60
• Color Copies (25 per packet) at .054 cents per page	1.35
• Black & White Copies (175 per packet) at .0073 cents per page	1.28
• Labor to organize, copy, and bind	14.71
• Labor to deliver packet by officer	<u>1.31</u>
Total Cost each	19.25
11 Sets of the Packet are made for Each Meeting	<u>x 11</u>
Average total cost per regular meeting	\$ 211.75
24 Regular Meetings per Year	<u>x 24</u>
Average annual cost per regular meeting	\$5,082.00
Cost to Produce Special Budget Packets:	
• Paper (estimated 200 pieces of paper) at .006 cents per sheet	1.20
• Cost for Color Copies – 50 at .054 cents per	2.70
• Cost for Black & White Copies – 350 at .0073 cents per copy	2.55
• Labor to organize, copy and bind	14.71
• Labor to deliver packet by officer	<u>1.31</u>
Total Cost each	22.47
11 Sets of the Packet are Made for Each Meeting	<u>x 11</u>
Average Total Cost per Special Meeting	247.17
Regular Commission Meeting Packets	5,082.00
Special Budget Packets	<u>247.17</u>
TOTAL COST ESTIMATE PER YEAR TO PRODUCE PAPER PACKETS	5,329.17

PURCHASE OF MATERIALS FOR BOARD OF COMMISSION TABLETS

COST OF TABLETS

Toshiba Encore Tablet	188.21 each
Purchase 5 (one for Mayor and each commissioner)	<u>x 5</u>
	\$ 941.05
Shipping	<u>26.52</u>
	\$ 967.57
TOTAL ONE TIME COST OF ALL TABLETS	\$ 967.57

ADFG SUMMARY

Total Spent originally (above):	\$4,076.24
Tablets:	<u>\$ 967.57</u>
TOTAL PURCHASES/PROPOSALS:	\$5,043.81
Total Grant:	\$5,200.00
Grant Funds Unused:	156.19

Following receipt of the proposed tablets, it was realized a larger model would be more practical and accordingly, would increase the costs. After full discussion, including the cost

savings by doing away with paper agenda packets, and the practical use and training associated for tablets, motion was made by Mayor Clark and second by Commissioner Stewart to approve the purchase of tablets for use by the Commissioners and key City personnel, and use funds for the purchase from the remainder of the 2014 Area Development Fund Grant Monies as discussed and authorize up to an additional \$2,000 for the purchase. Ayes: all. Motion carried unanimously.

PUBLIC SERVICES

• **Discussion and Possible Action – Purchase of Slide-In Salt Brine De-Icing System**

Public Works/Street Department Superintendent Derick Minnicks addressed the Commission with a request to purchase a slide-In Salt Brine De-Icing system for use by the Street Department. In the past few weeks Mr. Minnicks has learned there is an apparent road salt shortage nationwide. Last season the City paid \$72.68 per ton for delivered salt and this year the only salt he has found is \$110.00 per ton with us picking it up in Louisville, KY. One ton of salt produces eight hundred seventy five (875) gallons of salt brine with a freezing temperature of six (6) degrees Fahrenheit, and its performance can be enhanced by adding calcium chloride. Superintendent Minnicks is requesting that the City purchase a SnowEX 200-Gallon De-icing Sprayer to increase our ability to use salt brine in a more effective method and thereby requiring less road salt to clear snow and ice from streets when required. This purchase would increase our salt brine applicators to three (two gravity feed and one pressure system). The de-icing sprayer has an external hose reel with one-hundred (100) foot of hose with a spray wand enabling us to use salt brine to pretreat and de-ice sidewalks and other hard to get to areas. The purchase can be made with funds originally budgeted for a Mosquito Sprayer, but at this time a de-icing sprayer is of greater need. Superintendent Minnicks contacted three vendors for price quotes.

<i>VENDOR</i>	<i>UNIT COST</i>
<i>Faxons Outdoor Power Equipment</i>	<i>\$6,250.00</i>
<i>Valley Truck Equipment</i>	<i>\$7,005.80</i>
<i>Northern Tool</i>	<i>\$6,677.99</i>

Staff's recommendation is to purchase from Faxons Outdoor Power Equipment with the low bid of \$6,250.00. Following discussion, motion was made by Commissioner Powell and second by Commissioner Barnes to accept staff's recommendation and authorize the purchase of a Salt Brine Applicator at an amount not to exceed \$6,250 and authorize the signing of any documents necessary per this motion. Voting aye: All. Motion carried unanimously.

• **Discussion and Possible Action – City Customer Payment Options**

In the continued efforts to provide outstanding service to our citizens, Finance Director Cornwell has been exploring offering more payment avenues for our customers and has been researching the process for accepting credit card payments within our Customer Service Department. The City currently offers an online debit or credit card payment option for our water & sewer customers (at an online processing/merchant fee of 3%), as well as automatic monthly bank drafts, in addition to accepting cash and checks via mail, night deposit boxes, local banks, and at City Hall. City Hall would like to provide the option of paying water and sewer bills with a credit card or debit card, both over the phone or at our Customer Service window at City Hall. At the recommendation of the City's Network Engineer Glenn Dalcourt, we have been working with Foxland Financial Group, LLC to obtain quotes for this service. Foxland can have machines onsite within a week or two and we can begin accepting credit cards in less than two weeks from the date authorized. They will provide City Hall with one machine at no charge and another machine at a cost of \$75.00 and the fees for accepting Debit and Credit Card payments are through the merchant exchange fees which can

vary anywhere from .69% of monies collected to 3.19% of monies collected, depending on the stability and security of the merchant card being used. In efforts to provide this service, yet still remain budget neutral, staff is suggesting the following fee structure:

\$1.00 for in office payments on bills less than \$250

\$3.00 for payments accepted over the phone on bills less than \$250

Flat 3% fee on any payments, in office or over the phone, for bills greater than \$250

The fee to be assessed at the time the transaction occurs.

For security purposes, the credit card machines will not integrate with our Utility Billing System therefore there is no risk of resident data being compromised. There is a Payment Card Industry Data Security Standard (PCI DSS) which is a set of requirements designed to ensure that ALL companies that process, store or transmit credit card information maintain a secure environment. Foxland Financial Group, LLC are PCI Complaint and Finance Director Cornwell has received assurances proving such. Following complete discussion, **motion was made by Commissioner Stewart and second by Commissioner Barnes to approve accepting credit cards in office and over the phone, approve a set fee structure in efforts to remain budget neutral, and authorize the Mayor to sign any documents related to this process. Voting aye: all. Motion carried unanimously.** The Commission requested a review of the success of the new option be revisited in six to nine months from implementation.

PUBLIC SAFETY

- **Discussion and Possible Action – Police Policies and Procedures**

The Police Department has submitted additional Policies and Procedures for the Commission's approval. Additionally, the Commission needs to address some previously adopted policies that were adopted under a previous administration and due to conflict with existing City Policy. City Attorney Crabtree requested separate actions be taken on these requests. Police Chief Solomon was present to address any questions or concerns regarding the documents.

Section 1 Administrative Manual

Chapter 27 Hiring Process

Section 3 Investigations

Chapter 6 Surveillance Equipment

Chapter 7 Evidence – Collection & Preservation

Chapter 8 Evidence – Property Management

Chapter 9 Accident Investigation

Motion was made by Commissioner Powell and second by Commissioner Dixon to approve Section 1, Chapter 27, and Section 3, Chapters 6,7,8, and 9 for the Franklin Police Policies and Procedures manual. Voting aye: all. Motion carried unanimously.

Motion was made y Commissioner Powell and second by Commissioner Stewart to repeal all police policies passed or implemented from 2009 to 2014 beginning with the letters AM or OM and, specifically, that policy manual that is dated with the revision date of 03-31-09. Voting aye: all. Motion carried unanimously.

UTILITIES

• **Activity Report from Water Distribution Department**

City Manager Powell has been in contact with the various City Departments, and has given each of them the opportunity to present, at a public Commission meeting, information regarding their department's activities, give insight into their day to day jobs, and perhaps explain long term goals. As the time will soon approach to begin preparatory work on the City's Fiscal Year 15-16 budget, City Manager Powell thinks this process will provide an opportunity for each of the departments to better share with the Commission and the citizens the challenges and needs of the various City departments. Water Distribution superintendent Clif Beecher was present with a power point presentation about the Water Distribution Department. At the conclusion of the report, the Commission expressed the appreciation for the job the Water Distribution crew performs for the citizens of Franklin, and the dollar savings realized by the City by their employee being real trained and able to perform so many varied jobs.

ORDINANCES

• **First Reading Ordinance No.**

City Clerk Kathy Stradtner gave first summary reading to Ordinance number 110.80-12-2014INTENT stating the intention of the City of Franklin, Kentucky to annex 10.46 acres located on Kenny Perry Drive and owned by Summers Hunt Farm LLC, Petersen & Associates, LLC, and CSX Railroad. City Attorney Crabtree noted that this property was being annexed at the request of the owners.

EXECUTIVE SESSION

Motion made by Commissioner Barnes and second by Commissioner Stewart to enter in to executive session for the purpose of LITIGATION — Discussion of proposed or pending litigation {KRS 61.810(c)} and 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 (g)}. Voting aye: all. Motion carried unanimously at 1:33 pm. Entering executive session were the mayor and four commissioners, city attorney Crabtree, and city manager Powell.

Motion was made by Commissioner Stewart and second by Commissioner Barnes to return to close the executive session and return to open session. Voting aye: all. Motion carried unanimously at 2:00pm.

CITY ATTORNEY REPORTS

None

CITY MANAGER REPORTS

As a point of information, the swearing in of the newly elected local officials has been scheduled for December 31, 2014 in the Simpson County Circuit Court Room.

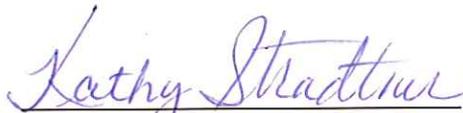
OTHER COMMISSION BUSINESS

None

ADJOURNMENT

Motion made by Commissioner Powell and second by Commissioner Dixon to adjourn the City Commission meeting. Ayes: All. Motion carried unanimously at 2:01pm.


Ronnie Clark, Mayor


Kathy Stradtner, City Clerk
