

PRESENT: Commissioner Katrisha Waldrige  
Commissioner Scott Tippet  
Commissioner Eric E. Whisman  
Commissioner John R. Sower  
Mayor William I. May, Jr. (5)

ABSENT: None (0)

Mayor May called the meeting to order. The invocation was given by Ret. Reverend Jack Brewer. The Pledge of Allegiance was recited.

#### Ceremonial Items

Mayor May recognized and congratulated Steve Dawson, Finance Director, who will retire January 31, 2019 with over 13 years of service.

#### Consent Calendar

The following miscellaneous and personnel items were presented:

**1. Minutes - December 10, 2018 Work Session; December 17, 2018 Regular Meeting**

**2. Backflow Preventer Valve at 202 Paul Sawyer Dr. - Sewer**

Authorized a backflow preventer valve to be installed at 202 Paul Sawyer Dr. and authorized the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system they automatically qualify. The customer requesting the valve must obtain 3 quotes from plumbers and will be reimbursed for the lowest bid. Nathan & Crystal Hardy of 202 Paul Sawyer Dr have experienced sewer backups and requested a backflow valve be installed. He has received 3 quotes in the amounts of \$2,700.00 (Next Generation Plumbing), \$3,800.00 (Whitehead-Hancock Plumbing), and \$7,775.00 (Shelly Toles Plumbing). He has also signed and returned a "Backflow Preventer Valve Agreement" which is to be signed by the Mayor and recorded. Funds are available in the 400.68.53295 account. The budget for this account is \$340,000 and as of October 2018 this account had \$8,997.30 expensed and encumbered.

**3. Backflow Preventer Valve at 1028 Iroquois Trail - Sewer**

Authorized a backflow preventer valve to be installed at 1028 Iroquois Trail and authorized the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system they automatically qualify. The customer requesting the valve must obtain 3 quotes from plumbers and will be reimbursed for the lowest bid. Susan Dunn of 1028 Iroquois Trail has experienced sewer backups and requested a backflow valve be installed. She has received 3 quotes in the amounts of \$2,550.00 (Whitehead-Hancock Plumbing), \$5,515.00 (Shelly Toles Plumbing), and \$8,426.62 (Fast Flow Plumbing). She has also signed and returned a "Backflow Preventer Valve Agreement" which is to be signed by the Mayor and recorded. Funds are available in the 400.68.53295 account. The budget for this account is \$340,000 and as of November 2018 this account had \$8,997.30 expensed and encumbered.

**4. AECOM Amendment 1 -Two Creeks Upper and Blanton Acres I&I Reduction Project - Sewer**

Authorized Amendment #1 to AECOM's Contract for Two Creeks Upper & Blanton Acres I&I reduction project in the amount of \$ 6,295.00, and for the Mayor to sign all related documents. The Frankfort Sewer Department rejected the bids for the Two Creeks Upper & Blanton Acres I&I Reduction project on December 17, 2018 due to receiving one bid that was significantly higher than the engineers estimate. The Sewer Department is re-bidding this project in order to save money and meet the requirements and limits of the KIA loan. This amendment is only for the cost associated with the contract bids and pre-bid meetings in the amount of \$6,295.00. This project is in the budget and funds are available in account 300.68.56555. This account has a budget of \$9,085,000.00 and \$2,854,735.00 encumbrance as of November 30, 2018.

**5. Amendment 1 Hazen and Sawyer Professional Services Agreement - Sewer**

Authorized an amendment to the professional services agreement with Hazen and Sawyer to modify design phase and bidding phase services for the Holly Hills and Meadowview I&I reduction project, and for the Mayor to sign all related documents. In February 2018 the Sewer Department entered into a contract with Hazen and Sawyer to perform bidding and construction phase services for the Holly Hills and Meadowview subdivisions. The design services were performed by O'Brien and Gere (OBG), who now no longer work in the Kentucky service area. Hazen and Sawyer were to take the bid documents prepared by OBG and bid them out for construction and provide construction services and inspections. Prior to bidding, some additional tasks became necessary that weren't in Hazen's original contract. Then, after the first bid resulted in only 1 bid, they were required to make additional changes and reissue the plans and specifications for bidding. The required additional work as requested by the Frankfort Sewer Department has been performed by Hazen and Sawyer in order to meet the timing deadline of the Kentucky Infrastructure Authority loan. The cost of this additional scope totals \$16,009.50. Refer to the attached amendment and amendment request letter from Hazen and Sawyer. This amendment is \$16,009.50. Funds are available in account 300.68.56555.

**6. REMOVED - Professional services agreement with Arcadis for Hydraulic Modelling- 2019 - Sewer**

**7. East Main Interceptor - Sewer**

Authorized the rejection of bids for the East Main Interceptor rehabilitation project, and for the Mayor to sign all related documents. The Frankfort Sewer Department opened bids for the East Main Interceptor project on January 2<sup>nd</sup>. Only one bid was received and it was significantly higher than the engineer's estimate. The engineer's estimate was \$1,500,000.00 and the one bid received was \$2,993,665.00. This is \$1,493,665 greater than the estimate. We would like to reject the bid and re-bid the project in February. Staff is evaluating ways to reduce the cost before the project is rebid.

**8. Franklin and Meagher Avenue Sanitary Sewer Rehabilitation project - Sewer**

Authorized an award of the construction contract for the Franklin and Meagher Avenue Sanitary Sewer Rehabilitation project in the amount of \$675,455.00 to Akins Excavating Company, Inc., and for the Mayor to sign all related documents. This project is for the replacement or rehabilitation of 3,600 LF of gravity sewer of a major interceptor line from Franklin Ave. to the Willow Street pump station. On January 3, 2019 three bids were received for this project. Akins Excavating Company, Inc. was determined to be the lowest qualified responsible bidder at \$675,455.00. The other bids were from Insituform Technologies for \$886,667.50 and Norris Brothers Excavating for \$1,524,975.00. The engineer's estimate was \$675,000 which was the approximate bid of Akins Excavating Company, Inc. and therefore the lowest qualified responsible bidder's bid was considered highly reasonable. Akins Excavating Company, Inc. has worked successfully in the City of Frankfort before and is therefore recommended for the award of this construction contract. The contract amount from the low bid will be \$675,455.00. The project will be funded by a Kentucky Infrastructure Authority loan. \$700,000 was budgeted by the sewer department for this project and funds are available in account #300.68.56555. Funds will be expended from this account and reimbursed with the KIA loan.

**9. GRW Professional Services Agreement Prevention Park Pump Station and Conveyances project - Sewer**

Authorized a professional services agreement with GRW Engineers in the amount of \$107,500.00, for the design and consolidation of a pump station in the Prevention Park service area, and for the Mayor to sign all related documents. The Prevention Park Pump Station currently is at capacity and has reached the end of its useful life as have the other pump stations in this general vicinity. This project will provide capacity for current flows before SSOs occur, capacity for future development in the area and capacity to convey Farmdale service area flows. Engineering services are needed from preliminary engineering and cost optimization through bidding and the completion of construction for this project. GRW Engineers is the most knowledgeable of the engineering firms with respect to this project as they have successfully completed other projects very similar to and of the same magnitude as this project in Harrodsburg KY and the City of Lexington; as such, GRW was determined to have the most relevant experience of the most qualified engineers serving the City of Frankfort. The cost of this agreement is \$107,500.00. Funds are available in account 300.68.56555, and this project is in the current budget.

**10. Hazen and Sawyer P.S.C. Professional Services Agreement East Frankfort Interceptor and Storage Facility - Sewer**

Authorized a professional services agreement with Hazen and Sawyer P.S.C. for engineering design services in the amount of \$96,650.00 for the East Frankfort Interceptor and Storage Facility, and for the Mayor to sign all related documents. The East Frankfort Interceptor (EFI) improvement work was originally identified as a three phase project. In general, Phase I included sewer condition assessment and limited capacity improvements, Phase II targeted increased capacity, and Phase III addressed additional condition assessment and approximately 3,000 linear feet of parallel sewer installation. Portions of Phase I and Phase II work were completed addressing and improving the condition of the EFI. This contract is for Phase III design of the EFI which will eliminate sanitary sewer overflows (SSO) in the EFI portion of the system as well as to provide capacity for future development. Engineering services are needed from preliminary engineering and cost optimization through bidding and completion of construction. Hazen and Sawyer P.S.C. have completed a very general technical memorandum of possible solutions for the third phase of the EFI project and the original solutions were found to be either infeasible due to existing infrastructure and utility conflicts or prohibitively expensive; as such, additional solutions must be determined and Hazen and Sawyer P.S.C. have the most experience and intimate knowledge of the project challenges as well as options previously explored. The cost of this agreement is \$96,650.00 Funds are available in account 300.68.56555. The budget for this account is \$9,085,000.00 and as of November 30, 2018, \$2,854,735.00 has been expended or encumbered.

**11. Holly Hills and Meadowview I&I Reduction Project - Sewer**

Authorized an award of the construction contract for the Holly Hills and Meadowview I&I reduction project to Insituform Technologies, LLC, and for the Mayor to sign all related documents. The Frankfort Sewer Department opened bids for the Holly Hills and Meadowview I&I Reduction project on December 20, 2018. Four bids were received and the low bid from Insituform Technologies, LLC has been evaluated and recommended as the accepted bid.

The engineer's estimate was \$858,425.00 and the four bids received were as follows:

|                                 |                |
|---------------------------------|----------------|
| Insituform Technologies, LLC    | \$684,162.00   |
| Portland Utilities Company, LLC | \$1,137,925.00 |
| Granite Inliner, LLC            | \$996,862.50   |
| Norris Brothers Excavating, LLC | \$905,840.00   |

This was a re-bid of a project that received only 1 bid in December that was more than \$400,000 in excess of the engineer's estimate. We allowed different lining technologies for this project in order to generate more competitive bids. The CIPP lining product used by the successful bidder has been used successfully in the City of Frankfort before as noted in the engineer's recommendation letter. The project will be funded by a Kentucky Infrastructure Authority loan. This project is in the budget and funds are available in account #300.68.56555. Funds will be expended from this account and reimbursed with the KIA loan.

**12. Hazen and Sawyer P.S.C. Professional Services Agreement Miami Trail Pump Station project - Sewer**

Authorized a professional services agreement with Hazen and Sawyer P.S.C. in the amount of \$30,000.00 for engineering design services for the Miami Trail Pump Station project, and for the Mayor to sign all related documents. The Miami Trail Pump Station was originally identified to be replaced by O'Brien and Gere, the original engineers. In 2014 O'Brien and Gere transferred the engineering contract to Hazen and Sawyer P.S.C. to complete. However, once the contract was transferred to Hazen and Sawyer P.S.C., it was determined that there is a high likelihood of consolidating multiple pump stations in and around the Miami Trail pump station which could result in significant savings to FSD in the form of long term O&M costs. In addition, there is the possibility of providing capacity for future development. Rather than amend the contract originally executed with O'Brien and Gere, a new contract with Hazen and Sawyer P.S.C. to complete the Miami Trail project is desired. Engineering services are needed from preliminary engineering and cost optimization through bidding and completion of construction for this project. Hazen and Sawyer P.S.C. is the most knowledgeable of the engineering firms with respect to this project as the inheritors of the contract from O'Brien and Gere and are the most aware of some of the cost savings options that may be possible; as such, additional solutions must be determined and Hazen and Sawyer P.S.C. has the most experience and intimate knowledge of the project challenges as well as options previously explored. The cost of this agreement is \$30,000.00. Funds are available in account 300.68.56555. The budget for this account is \$9,085,000.00 and as of November 30, 2018, \$2,854,735.00 has been expended or encumbered.

**13. Amendment 3 QK4 Professional Services Agreement - Sewer**

Authorized an amendment to the professional services agreement with QK4 for rebidding and construction support services including final contract preparation, shop drawing review, construction inspection and administration and generation of final As-built drawings for the East Main Interceptor project, and for the Mayor to sign all related documents. The lines along this section of East Main Street were identified as needing major repair in 2011 during one phase of the concrete pipe inspection project. With the amount of traffic and the high profile area, this project is very complicated and requires close coordination with the Kentucky Transportation Cabinet (KYTC). QK4 was shortlisted and eventually chosen due to their prior work on the Louisville Hill project where they were very instrumental in the coordination with KYTC. QK4 is also the engineer hired by KYTC for the reconstruction of the intersection of East Main and Douglas. This will allow QK4 to coordinate both projects to minimize traffic issues for the public. The original agreement called for evaluation and design services through the bidding process not exceed \$129,000.00. Amendment 1 allowed the use of a new technology to trace the laterals without open cutting East Main Street or disturbing the existing retaining wall which would have been very expensive and risky and Amendment 2 was to update the plans and specifications to include alternate products in an effort to have more cost competitive contractor bids. The contract was advertised and one bid received on January 2, 2019. This bid was extremely high with the engineer's estimate being \$1.2 million for the project and the single bid received being approximately \$3 million; as such, it was decided that the contract should be re-advertised and rebid. Amendment 3 is for the remaining engineering services needed through the completion of construction including rebidding services (the first bid only had one response which was extremely high), construction contract preparation, shop drawing review, construction inspection and administration and final As-built drawings.

|                    |                     |
|--------------------|---------------------|
| Original Contract  | \$129,000.00        |
| Amendment 1        | \$8,500.00          |
| Amendment 2        | \$7,500.00          |
| <u>Amendment 3</u> | <u>\$200,000.00</u> |
| Total Contract     | \$345,000.00        |

This amendment is \$200,000.00. Funds are available in account 300.68.56555.

**14. Buffalo Trace Boat Ramp Lease Amendment - Sewer**

Authorized to amend the lease between the City of Frankfort and Buffalo Trace allowing Buffalo Trace to use the ramp located on Frankfort Sewer Department property at 1200 Kentucky Avenue for Buffalo Trace's expansion project. Delays prevented the project from starting on time, and Buffalo Trace now requests to extend the lease through April 2019 to allow completion of the necessary construction.

**15. State Boating Access Grant - City Manager**

Authorized the application for the State Boating Access Program Grant. Co-Interim City Manager, Keith Parker will be submitting a cover letter and grant application to the Kentucky Department of Fish and Wildlife Resources(KDFWR) to compete for the 2019 Boating Access Program funds. The application will state a desire to investigate the use of the Frankfort Sewer Department Boat Ramp as a public boat ramp. The cover letter will state the City would like KDFWR to perform preliminary engineering, a feasibility study and estimate the improvements needed to modify the existing ramp into a public access point. The letter will also state that the City will not fully commit to any project, funding or match until it is properly presented and voted on by City Commission after the completion of the preliminary studies.

**16. Two Creeks Upper and Blanton Acres I&I Reduction Project- Construction Contract - Sewer**

*Note: Item moved to Action Items by Commissioner Whisman*

**17. Sustainable Strategies DC Contract Renewal – City Manager**

*Note: Item moved to Old Business by Mayor May*

**18. The following personnel items were presented:**

- Appointment of William Niederbrach in the Police/E911 Department as E911 Telecommunicator I, effective 1/8/19 (Police/E911).
- Appointment of Gage Mitchell in the Police/E911 Department as E911 Telecommunicator I, effective 1/8/19 (Police/E911).
- Appointment of Cameron Wallace in the Fire Department as Firefighter I, effective 1/8/19 (Fire).
- Appointment of Logan Brothers in the Fire Department as Firefighter I, effective 1/8/19 (Fire).
- Appointment of Leah Caudil in the Fire Department as Firefighter I, effective 1/8/19 (Fire).
- Appointment of Josh McConnell in the Police Department as Patrol Officer II, effective 1/8/19 (Police).
- Appointment of Shawn Wallace in the Police Department as Patrol Officer I, effective 2/5/19 (Police).
- Appointment of Seth Kling in the PW/Transit Department as Transit Foreman, effective 1/22/19 (PW/Transit).
- Promotion of Varita Griffin in the Police/E911 Department as Telecommunicator II/Team Accountability Coordinator to E911 Manager, effective 1/8/19 (Police/E911).
- Resignation of Shane Weber in the Police Department as Patrol Officer II, effective 12/31/18 and authorize payment of accrued leave (Police).
- Resignation of Jerry Wise in the Police Department as Patrol Officer III, effective 12/31/18 and authorize payment of accrued leave (Police).
- Resignation of Sara Gibson in the Sewer Department as Administrative Aide, effective 1/23/19 and authorize payment of accrued leave (Sewer).
- Retirement of Steve Dawson in the Finance Department as Finance Director, effective 1/31/19 and authorize payment of accrued leave (Finance).
- Retirement of Travis Ellis in the Police Department as Police Chief, effective 1/31/19 and authorize payment of accrued leave (Police).

It was moved by Commissioner Tippet, seconded by Commissioner Walldridge, that items of the Consent Agenda be adopted as amended. All members being present, the motion to approve the consent agenda was adopted by voice vote without objection.

Commissioner Whisman announced that Shawn Pickens has been selected as Parks & Recreation Director by a unanimous vote as a result of taking a point of personal privilege.

**Boards**

Mayor May stated he would like to skip the Board Appointments and move on to Action Items.

**Action Items**

**1. Garage Scrap Metal & Order - Public Works**

Authorized the dumpsters at the Garage be emptied of scrap metal material, declared as surplus, and authorized the Mayor to sign all related documents. The Garage currently has 2 dumpsters on site that are used to store scrap metal material, this is mainly used truck parts and scrap material left over from fabrication and repair to City vehicles. Both dumpsters are currently full and need to be emptied. Funds for the sale of these items would be deposited into the Garage automotive parts account, 100-63-54315, to be used to offset the cost of new parts used in the repair and maintenance of the City's Automotive Fleet. Our initial idea is to have the Street Division load the scrap material and transport it to the local metal recycling center here in Frankfort to be sold at the current market value. This will not have any budget impact.

It was moved by Commissioner Tippet, seconded by Commissioner Sower, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 1, 2019 Series).

**2. Lakeview Park Agreement & Order - Parks & Recreation**

Authorized an Interlocal agreement with Franklin County Fiscal Court for the use of the Lakeview Park ballfields. Although Lakeview is a county park, the city is in an Interlocal Agreement with the county concerning the operations and maintenance of the youth ballfields at Lakeview Park. The department currently staffs for the maintenance and athletic events at the four fields, as well as pays half for necessities and up-keep. This agreement is required to be renewed every five years. Due to the city Parks Department's growing athletic department, the fields at Lakeview Park are needed. This also helps the county Parks Department maintain this large park. The city has a strong partnership with the county Parks Department and we would like to keep moving in that direction.

It was moved by Commissioner Tippett, seconded by Commissioner Walldridge, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 2, 2019 Series).

**3. CEAC & DAC Commission Appointment**

It was moved by Commissioner Whisman to appoint himself to the DAC, the motion failed for lack of a second.

It was moved by Commissioner Tippett, seconded by Commissioner Sower, to appoint Commissioner Walldridge to the DAC. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

It was moved by Commissioner Sower, seconded by Commissioner Walldridge, to appoint Commissioner Whisman to the CEAC. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

**4. First Reading**

“AN ORDINANCE AMENDING SECTION 37.51(B) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO UNIFORM ALLOWANCE FOR MEMBERS OF POLICE AND FIRE DEPARTMENTS” was presented and read. Summary: This ordinance amends Section 37.51(B) of the City of Frankfort Code of Ordinances to delete the set uniform amount of \$750.00 per member and provide that the Police and Fire Chiefs are able to allocate an amount per member to be determined annually based on reasonable industry standards, and included in the annual City budget.

**5. First Reading**

“AN ORDINANCE AMENDING SECTION 40.21(A)(3)(a) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO POLICE DEPARTMENT ORIGINAL APPOINTMENTS” was presented and read. Summary: This ordinance amends Section 40.21(A)(3)(a) of the City of Frankfort Code of Ordinances to delete requirement that applicants considered under the City Accelerated Candidate Program possess a minimum of two years full-time law enforcement experience.

**6. Backflow Preventer Valve Order - Sewer**

Authorized the creation of an order allowing the Backflow Preventer Agreements to be signed by the Mayor without prior review by the Board of Commissioners. The City has a Backflow Preventer Program that allows residents that have had sewer related backups into a home, to install a Backflow Preventer by a plumber. This program requires the resident to acquire 3 quotes and the Sewer Department will reimburse the homeowner with the cost of the lowest quote. The Backflow Preventer Program needs to be made more efficient so to help protect the homes that experience these issues. Currently, it can take 60 to 90 days to get a backflow preventer installed and we would like to cut that to 15 – 30 days so to better protect our residents homes. By allowing the Mayor to sign the agreement, this will make the process much quicker without sacrificing the quality of service given to each resident. The program has guidelines for the department to follow so to treat each request with the exact same requirements for each resident. This will not have any effect on the budget as it will just speed up the process.

It was moved by Commissioner Tippett, seconded by Commissioner Whisman, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 3, 2019 Series).

**7. Surplus Vehicles Order - Police**

Authorized the surplus of three (3) Ford Crown Victoria (CV) police vehicles, and authorized the Mayor to sign all related documents. These vehicles will be transferred to the Franklin County Sheriff's Office (FCSO). The Police Department continues to maintain a quality fleet that will allow the officers to fulfill their duties throughout their work day. Part of that maintenance to the fleet includes ridding the department, through surplus, of vehicles that become fiscally irresponsible to maintain. The three (3) vehicles in question have reached their limits where it is not worth the city continuing the maintenance and upkeep. All three vehicles have over 100,000 miles on them. The 2009 CV needs a replacement fuel pump and control module, estimated repair cost is approximately \$1,000.00. The 2011 CV has an electrical draw on the battery that causes the vehicle to need a jump to get it started. The budget impact would be minimal. We would not be paying to repair these vehicles and they would be removed from our city insurance. Approve the surplus of these three (3) vehicles for transfer, without compensation, to another government agency.

It was moved by Commissioner Sower, seconded by Commissioner Walldridge, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 4, 2019 Series).

**8. Two Creeks Upper and Blanton Acres I&I Reduction Project- Construction Contract -Sewer**

Authorized to award the bid for the Two Creeks Upper & Blanton Acres I&I reduction project, and for the Mayor to sign all related documents. The Frankfort Sewer Department will open bids for the Two Creeks Upper & Blanton Acres I&I Reduction project on January 22nd. The engineer's estimate was \$1,665,893.00 and the bid tabulation will be provided along with a recommendation prior to the voting meeting. This project was bid in November with only one bid that was significantly higher than the engineer's estimate. Therefore, this project is being re- bid with other lining technologies being allowed to open bidding to more contractors. We need to get this on the January agenda due to the funding deadline. The Kentucky Infrastructure Authority (KIA) loan requires this project to be under contract by February 7, 2019. The Sewer Department is re- bidding this project in order to save money and meet the requirements and limits of the KIA loan. This project was designed and bid with the options of UV-cured CIPP lining and PVC fold and form lining. The project has been re-bid and the low bidder was Insituform Technologies, LLC . This contract cost is \$1,178,659.00. \$1,400,000.00 is budgeted for this project and funds are available in account 300.68.56555. A KIA loan will reimburse expenditures for this project.

Following a brief discussion between Commissioner Whisman and Kenny Hogsten, Sewer Director, it was moved by Commissioner Whisman, seconded by Commissioner Walldridge, to award the bid as recommended by staff. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Walldridge, Tippett, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

*Note: Item was previously No. 16 on Consent*

**Old Business/New Business**

**Sustainable Strategies DC Contract Renewal – City Manager**

It was brought to our attention that the existing contract with Sustainable Strategies DC has some discrepancies and it was recommended to clean up the contract and resubmit a clean version for approval. After reviewing the minutes and tape of the October 29, 2018 meeting we have developed a contract renewal based on the original minutes and discussion by the Commission. Per the contract, Sustainable Strategies DC has agreed to provide grant writing, advocacy and monitoring for a fee of \$6,000 per month until December of 2019. Other than this extension, the only change from the official contract approved in May 2018 is addition of a termination clause allowing the City to terminate the contract with 30 days written notice. I am recommending that the Board of Commissioners review the attached contract and approve the revised document through December 2019.

Following a brief discussion between Mayor May and Keith Parker, Co-Interim City Manager, it was moved by Commissioner Tippet, seconded by Commissioner Sower, to approve the revised contract. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

*Note: Item was previously No. 17 on Consent*

It was moved by Commissioner Sower, seconded by Commissioner Whisman, to go into closed session per KRS 61.810 (1)(b) property – discussion on potential acquisition of real property related to the downtown master plan when publicity would be likely to affect the value of the property and KRS 61.810 (1)(f) personnel – discussion which might lead to the appointment of an employee. The meeting went into closed session at 5:45 p.m.

It was moved by Commissioner Tippet, seconded by Commissioner Waldrige, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 6:52 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner Whisman, to make the following appointments:

- Appointment of Kenny Hogsten to Sewer Director, effective 1/22/19.
- Appointment of Keith Parker to Public Works Director, effective 1/8/19.

The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

It was moved by Commissioner Tippet, seconded by Commissioner Sower, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 6:57 p.m.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk