

To: Mayor and City Council  
From: Adam Ledford, City Administrator  
Re: Agenda Description  
Date: February 20, 2017

Call to Order  
Public Comments

### **Business Agenda**

I. Approval of Minutes 1/9/17 Council Meeting

Description:

A council member does not have to be present at the previous meeting in order to approve the minutes for that meeting. A copy of the minutes is included in your packet.

II. Awarding Bid on West Carlisie Sewer Project

Description:

In your packet is a copy of the bid results showing M&G Services as the low bidder for the Sanitary sewer project. I am happy to see a local firm competing with others in the market as M&G is a local Marion business. There is also a copy of the agreement that would be signed between the 2 parties. The low bid was within the range expected to conduct the project. Eclipse Engineering recommends acceptance of the low bid.

III. Intro & 1<sup>st</sup> Reading of Budget Amendment Ordinance

Description:

Included in your packet is a copy of a proposed budget amendment which will incorporate the \$7,000 previously approved to be expended by the council for lights at the parks. The amendment also includes an adjustment of roughly \$1,000 to the general in appropriation expenditures to include payment to Kentucky Rural Water Association for membership in the organization. The membership includes access to class for training and compliance purposes along with additional assistance in meeting state and federal regulations. This membership was absent from the originally planned budget.

Budget amendments are required anytime the City exceeds the approved expenditures for a program.

IV. Consideration of Fire Department Capital Expenditure Plan

Description:

Chief Howton will present a plan to the council that would include permission to bid on used fire trucks when an ideal truck is available for purchase. Typically, the trucks are posted for bids for a week or two window of time. His request will include a not to exceed dollar limit and along with a proposal for short-term local borrowing to support the purchase. He will propose the repayment of the

barrowing will be paid using an annual amount of the \$11,000 the department receives from the state aid fund. There are currently other expenditures from this fund source. The fire department is currently supported by the state fire aid fund with the remaining balance being a part of the general fund.

V. Consideration of Downtown Telephone Pole Re-route

Description:

There have been plans working on the possible removal of the telephone poles which currently run down Main Street from the City Hall to the County Courthouse. The lines would be re-routed around the area leading to a cleaner, more approachable downtown vision. This project would include the County, the City, Farm Bank & Trust, ATT&T, DOT, and Mediacom.

The program is projected to cost roughly \$74,000 and will result in the additional beatified lighting to match that found on the adjacent side of the street. It is being proposed that the cost be shared between the bank, City, and County at roughly \$25,000 each. The bank has offered to provide the City a short-term loan (3 to 5 years) to cover the upfront cost of the City's portion, thus easing the burden.

ATT&T's cost would be the largest portion of the project. They have currently provided an estimate for the work. The offer to perform the work is good for 60 days which gives the partners until April 7, 2017 to respond to the quote. This would cost the City \$5,000 annual for 5 years and result in the removal of all wood poles along the 2 block downtown strip.

In your packet are a number of documents associated with this project including quotes and agreements from ATT&T, and quotes from Medicom. As of the time of creating this packet DOT has not returned our calls about this project.

VI. Consideration of Agreement Between the City and Fire Horn for CAD System

Description:

Sara Mink-Taylor (Marion 911) & Preston Ursini (The Fire Horn Chief Systems Engineer) will be present to propose a partnership agreement for the creation of a computer aided dispatch (CAD) software. Fire Horn has approached Marion as they wish to expand the current software company to include a CAD system. They currently create handheld applications for other CAD systems among other software projects. Marion would like to have this tool, but pricing has prevented serious plans to incorporate it. Included in your packet is an agreement that has been negotiated between the parties over the last 2 weeks. The typical price of a CAD system runs well over \$100,000. Such issues as technical support turning development, an option for discounted long-term relationship, and access to documents created in the software long-term have all been included in the conversations.

VII. Discussion on Chapter 92 (Nuisances) Amendment to Include Junk & Uninhabited Mobile or Manufactured Homes

Description:

The Marion Code Enforcement Board is recommended that follow addition to Chapter 92:

It shall be unlawful for the owner, occupant, or person having control or management of any premises within a local government to permit a public nuisance, health hazard, or source of filth to develop thereon through the accumulation of:

One (1) or more mobile or manufactured homes as defined in KRS 227.550 that are junked, wrecked, or inoperative and which are not inhabited.

The enforcement for uninhabited mobile or manufactured homes is allowed under state code but absent from our current ordinance. This would give the board stronger enforcement tools to deal with abandoned or dilapidated homes. An amendment to the current ordinance will be planned for the March council meeting.

VIII. Review of Preliminary 2017-18 Budget

Description:

In your packet is a copy of the initial proposal for the budget. At this time, it is incomplete as the City has not yet received update insurance data. It is my plan to call together the finance committee to review an updated version of this budget prior to the March meeting. I wanted to get an advanced copy of the Council for their review so they can start to develop any questions or suggestions they may have. It would be my goal to submit a proposed final budget as soon as March with a final approval of the budget at the April meeting.

IX. Discussion on Organizational Updates Suggested by KLC

Description:

During my annual visit with Loss Control representatives from the Kentucky League of Cities (who supplies our insurance) they recommended some organization updates in order to drive down future cost of insurance premiums. Primary they requested:

- An updated sidewalk ordinance that better defines the City's role and responsibility for the sidewalks.
- An updated employee handbook that provides a written clarification to most day to day questions about internal processes and practices.
- An updated use of legal languages on applications, bills, and other information share with partners and residence.
- A fully developed safety committee along with regular meetings.

Over the next few months I will be working toward bringing these recommended changes about. In the case of the sidewalk ordinance and employee handbook, both are being developed for presentation and approval by the council during the next 2 months. The safety and legal language request will be handled internally over the same period. I will talk briefly about my meeting with the KLC and why incorporating these changes will be to our benefit.

X. Discussion on Summer Goal Setting Program & 5 year CIP Development

Description:

It is proposed that the council will discuss plans for a summer meeting to develop prioritized goals for the organization and further lead to the development of a fully integrated 5 year Capital Improvement Plan. I would like to see this meeting take place at the Ed-Tech meeting and include representation from our partnership organizations and city departments. The result should be a plan that has our highest priorities in mind so that our time, resources, and grant opportunities are driven in the same common direction.

XI. Review of Liaison & Committee Appointments

Description:

Councilmembers are encouraged to fill out the signup sheet, included in this packet, prior to the council meeting and to turn those forms in at the beginning of the meeting so that by this point in the meeting a list can be developed from the request. Council members will then be setup to receive communication from their committee appointments for future attendance.

XII. Mayor/Council/Staff Forum

- The City is currently interviewing to fill vacancies in the police department. The City has been down an officer since last fall and now officer Young has resigned leaving the remaining force in need of support. The City has offered employment to Rocky Howton, a retired assistant chief from the Princeton Police Department. He has accepted and will start with the City this week. The remaining selected candidates will require training at the state police academy and will not be ready for duty for at least 6 months.
- A model of the new City website developed by Sophicity is in your packet. Once the model is acceptable, we will move on to content development.
- Craig Morris from PADD is a planner meeting this month with the Planning Commission about future changes to the Zoning Map and an updated Comprehensive Plan for the City.
- I Attended City Day at the state capitol recently and was able to meet with other community leaders from around the State in addition to our local legislators.
- I Attended Kentucky League of Cities training for new community leaders in Lexington, I would highly recommend our elected officials consider attending in the future.
- Representatives from the City met with the King family (owners of the Country Club) to work with them on issues pertaining to their water service and a pool leak.
- The City staff will begin a campaign to conduct salary surveys with roughly 350 residents during the months of March & April in order to qualify for a \$1 million dollar CDBG grant for the sewer plant project. The grant will save significant cost to the local residence, but can only be obtained if the results determine over 51% of the selected pool meet federal low to moderate income standards.

- A new community weekend event has received initial approval from Tourism & Chamber, I will be working on the development plans over the next year with their membership.
- The City has been approached by a few residences concerned about erosion or flooding issues adjacent to their properties, I have discussed this issue with engineers and legal representation. The response has been that the City has not legal or financial obligation to resolve matters associated with the natural flow of water (creeks).
- I am still awaiting contact from the Rogers family to arrange a water test at the property where a leak may exist. The family was going to coordinate with a plumber to be on hand and then contact the City for a day and time.

VI. Adjournment