

City of Henderson, Kentucky
Board of Commissioners Meeting
Tuesday, October 25, 2016

Municipal Center
Third Floor Assembly Room
222 First Street
5:30 P.M.

AGENDA

1. Invocation: Reverend Rick Stratton, Family Ministry, First Baptist Church

2. Roll Call:

3. Recognition of Visitors:

4. Appearance of Citizens:

5. Proclamations:

6. Presentations: Employee Service Award – Donna Veazey, 20 years

7. Public Hearings:

8. Consent Agenda:

Minutes: October 11, 2016 Regular Meeting

Resolutions:

9. Ordinances & Resolutions:

Second Readings:

First Readings: Ordinance Accepting Harding Avenue Sidewalk Improvements

Resolutions:

10. Municipal Orders:

Please mute or turn off all cell phones for the duration of this meeting.

- 11. Bids & Contracts: Municipal Order Awarding Bid for Mechanical Four Wheel Drive Tractor with Cab

 Municipal Order Awarding Bid for Cleaning Services for Public Safety Building

 Municipal Order Awarding Bid for 2017 4WD Model Crew Cab 4-Door Pickup Truck

- 12. Unfinished Business:

- 13. City Attorney’s Report: Rezoning #1059 with Narrative Development Plan –
 800 Wolf Hills Blvd. (a/k/a Player’s Club Golf Course Clubhouse Area, 5.688 Acres)

- 14. Commissioners’ Reports:

- 15. Appointments:

- 16. Executive Session:

- 17. Miscellaneous:

- 18. Adjournment

Please mute or turn off all cell phones for the duration of this meeting.

City Commission Memorandum
16-230

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager *RS/ld*
SUBJECT: Presentations

Items scheduled under the Presentations section of the agenda are as follows:

1. Presentation of an Employee Service Award. Ms. Donna Veazey, Fire Department, will be in attendance to receive her 20-year service award from Mayor Austin.

City Commission Memorandum
16-231

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager *RS/ld*
SUBJECT: Consent Agenda

The Consent Agenda for the meeting of October 25, 2016, contains the following:

Minutes: October 11, 2016 Regular Meeting

Resolutions:

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular Meeting on October 11, 2016

A regular meeting of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, October 11, 2016, at 5:30 p.m., prevailing time, in the third floor Assembly Room located in the Municipal Center Building at 222 First Street, Henderson, Kentucky.

INVOCATION was given by Reverend Orbley Ramsey, Lawndale Baptist Church followed by recitation of the Pledge of Allegiance to our American Flag.

There were present Mayor Steve Austin presiding:

PRESENT:

Commissioner Jan Hite
Commissioner Robert M. (Robby) Mills
Commissioner X R. Royster, III

ABSENT:

Commissioner Jesse Johnston, IV

ALSO PRESENT:

Mr. Russell R. Sights, City Manager
Mr. Randall Redding, Acting City Attorney
Ms. Maree Collins, City Clerk
Mr. William L. Newman, Jr. Assistant City Manager
Mrs. Donna Stinnett, Public Information Officer
Mr. Robert Gunter, Finance Director
Mr. Charles Stauffer, Police Chief
Mr. Trace Stevens, Parks & Recreation Director
Ms. Penny Hahn, Assistant Finance Director
Mr. Mark Simmons, Recreation Program Manager
Mr. Brian Bishop, City-County Planning Executive Director
Mr. Gary Colberg, CEO, Methodist Hospital
Ms. Alexandria Piper-Jones, Interim Director of Marketing, Methodist Hospital
Mr. Ken Christopher, Henderson County War Memorial Foundation
Mr. Mac Neel, Henderson County War Memorial Foundation
Mr. Charlie Crabtree, Henderson County War Memorial Foundation
Mr. Ed Bremer, Henderson County War Memorial Foundation
Mr. Tom Davis, City Commissioner Candidate
Mr. Preston Herndon
Mr. Greg Gibson
Mr. Robert Pruitt, City Commissioner Candidate
Ms. Brittany Ross, SurfKy Reporter
Ms. Laura Acchiardo, the Gleaner
Mr. Keith Duncan, Police Officer

PRESENTATION: Methodist Hospital Quarterly Report

MR. GARY COLBERG, President and Chief Executive Officer, Methodist Hospital, thanked the Mayor and Board of Commissioners for allowing him to present a brief update on his five month tenure in Henderson and introduced Ms. Alexandria Piper-Jones, Interim Director of Marketing. Mr. Colberg stressed his goal of transparency through regularly scheduled meetings with community leaders, hospital employees, and volunteers. He also stressed the overall goal of improving the customer and patient experience. He reported that some changes that either have already happened or are in progress include relocating the Chapel and Human Resources for easier access; extended HR office and doctor's office hours; implementing an on call rotation for all administrators; building repairs to the North Tower; construction of a knee wall for artwork on a rooftop for viewing from the new chemo infusion center; installation of heated messaging chairs in the infusion center; updating the website; revitalizing current partnerships with Kosairs Children's Hospital (now Norton Healthcare) and Markey Cancer

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular Meeting on October 11, 2016

Center and putting together new local partnerships; and developing an overall strategic planning process for the future of Methodist Hospital.

PRESENTATION: Admiral Husband Edward Kimmel Statue Placement

MR. KEN CHRISTOPHER, Henderson County War Memorial Foundation, presented a depiction of the location and a rendering of how the actual statue would be placed at the riverfront. He also reported that the flag poles are not bent only leaning over and can be straightened using wedges under the foundation. At that point he requested that the city assist with straightening the flag poles; removing some shrubbery; installing handicap accessible sidewalk with paver bricks, that will be supplied by the Foundation, on either side of the statue that may be sold as donor bricks; relocating two benches; installation of the foundation; and manpower to place the approximately 300 pound statue. It was requested that he return to a future meeting to show where the paver/donor bricks would be located. Mr. Christopher also indicated that they would submit an Event Permit Application with further details and to request closing Water Street for the event scheduled for Saturday, December 3rd.

APPROVAL OF CONSENT AGENDA:

MAYOR AUSTIN asked the City Clerk to read the Consent Agenda.

Minutes: September 27, 2016, Regular Meeting

Motion by Commissioner Robert M. Mills, seconded by Commissioner X R. Royster, to approve the items on the Consent Agenda as presented.

The vote was called. On roll call, the vote stood:

Commissioner Johnston --- Absent:
Commissioner Hite ----- Aye:
Commissioner Royster ---- Aye:
Commissioner Mills ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the consent agenda items approved.

/s/ Steve Austin

Steve Austin, Mayor

October 11, 2016

ATTEST:

Maree Collins, City Clerk _____

ORDINANCE NO. 33-16: SECOND READ

ORDINANCE AMENDING BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE AMENDING BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017 FOR THE CITY OF HENDERSON, KENTUCKY

MOTION by Commissioner X R. Royster, seconded by Commissioner Jan Hite, that the ordinance be adopted.

The vote was called. On roll call, the vote stood:

Commissioner Johnston --- Absent:
Commissioner Hite ----- Aye:
Commissioner Royster ---- Aye:
Commissioner Mills ----- Aye:
Mayor Austin ----- Aye:

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Record of Minutes of A Regular Meeting on October 11, 2016

WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date thereto and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
October 11, 2016

ATTEST:
Maree Collins, City Clerk _____

RESOLUTION 55-16:

RUSSELL R. SIGHTS, City Manager, indicated that he was requesting an amendment before the resolution is read to include ‘or other identifiable logo’ so that the Municipal Gas System and the Mass Transit System may use logos other than the city seal or the new branding insignia on their vehicles.

Without objection the city clerk was instructed to read the resolution including the verbiage ‘or other identifiable logo.’

RESOLUTION 55-16: RESOLUTION EXEMPTING CERTAIN CITY OWNED VEHICLES FROM BEING IDENTIFIED WITH CITY BRANDING INSIGNIA OR CITY SEAL OR OTHER IDENTIFIABLE LOGO

MOTION by Commissioner X R. Royster, seconded by Commissioner Jan Hite, to adopt the resolution exempting certain City owned vehicles from being identified with the City Branding Insignia, City Seal, or other identifiable logo.

The vote was called. On roll call, the vote stood:

Commissioner Johnston --- Absent:
Commissioner Hite ----- Aye:
Commissioner Royster ---- Aye:
Commissioner Mills ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the resolution adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
October 11, 2016

ATTEST:
Maree Collins, City Clerk _____

MUNICIPAL ORDER NO. 51-16:

RUSSELL R. SIGHTS, City Manager, indicated that this bid for the project exceeds the approved budgeted amount by \$4,655.00; however, it is staff’s opinion that rebidding would end in the same result for this somewhat specialized project. He then asked Trace Stevens and Mark Simmons to detail the project.

TRACE STEVENS, Parks & Recreation Director, indicated that this is the replacement for the filtering media which is specialized sand and gravel that is normally exchanged or replaced with new every 15 years and it has been 22 years since this has been done at the Atkinson Pool. Also included in this bid, is replacement of lateral water lines and other pieces and parts as well as the inside of the tank will be sandblasted and painted with a preservative zinc paint to keep it from corroding. Mr. Stevens indicated that some of the reason the bid came in a little over budget is that the interior of the tank while not as bad as it could have been does have some rust that needed to be addressed prior to being painted.

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular Meeting on October 11, 2016

MUNICIPAL ORDER NO. 51-16: MUNICIPAL ORDER AWARDING BID FOR THE LUMP SUM BID-TURNKEY PROJECT, POOL MEDIA REPLACEMENT FOR ATKINSON POOL TO SPEAR CORPORATION, OF ROACHDALE, INDIANA IN THE AMOUNT OF \$39,155.00

MOTION by Commissioner Jan Hite, seconded by Commissioner Robert M. Mills, to adopt the municipal order awarding the bid to Spear Corporation of Roachdale, Indiana, for the Atkinson Park Pool Media Replacement Turnkey Project in strict accordance with their bid as submitted pursuant to Bid Reference 16-23.

The vote was called. On roll call, the vote stood:

- Commissioner Johnston --- Absent:
Commissioner Hite ----- Aye:
Commissioner Royster ---- Aye:
Commissioner Mills ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
October 11, 2016

ATTEST:
Maree Collins, City Clerk

MUNICIPAL ORDER NO. 52-16:

RUSSELL R. SIGHTS, City Manager, indicated that Steve Gibson and Penny Hahn were present if there were questions relating to this bid for the purchase of a two-ton Freightliner dump truck with snow plow and salt spreader attachments that will replace a 1989 Ford dump truck. This purchase is a carryover from FY2016 with \$125,000.00 budgeted.

MUNICIPAL ORDER NO. 52-16: MUNICIPAL ORDER AWARDING BID FOR THE PURCHASE OF ONE (1) TWO-TON DUMP TRUCK WITH SNOW PLOW AND SALT SPREADER TO TRUCK CENTERS, INC. OF EVANSVILLE, INDIANA IN THE AMOUNT OF \$115,890.00

MOTION by Commissioner X R. Royster, seconded by Commissioner Robert M. Mills, to adopt the municipal order awarding the bid to Truck Centers, Inc. of Evansville, Indiana in the amount of \$115,890.00 in strict accordance with their bid as submitted pursuant to Bid Reference 16-25 for the purchase of a two-ton dump truck with snow plow and salt spreader.

The vote was called. On roll call, the vote stood:

- Commissioner Johnston --- Absent:
Commissioner Hite ----- Aye:
Commissioner Royster ---- Aye:
Commissioner Mills ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
October 11, 2016

ATTEST:
Maree Collins, City Clerk

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular Meeting on October 11, 2016

CITY MANAGER'S REPORT:

RUSSELL R. SIGHTS, City Manager, reported that he had declined a request from the Downtown Henderson Partnership to schedule a work session to discuss the food truck ordinance with two potential food truck vendors and health department staff. He indicated that he believes that should be handled by them internally. Mr. Sights further indicated that staff would continue with the plan to survey all the Central Business District businesses to best draft a revised food truck ordinance for review by the Board of Commissioners.

MR. SIGHTS, requested that the City Clerk read into the record City Commission Memorandum 16-224 regarding a request for annexation for property located at 2120 South Green Street. City Clerk read the following into the record:

City Commission Memorandum 16-224

October 7, 2016

TO: Mayor Steve Austin and the Board of Commissioners
 FROM: Russell R. Sights, City Manager *RS*
 SUBJECT: City Manager's Report

**I. Annexation – Palmer Oil Co., Inc. EZ Shop #1
 Commission Direction Requested.**

The City has been contacted by Mary Anne Gonnella, President of Palmer Oil Co., Inc., the owner of a parcel of land containing approximately 1.28 acres located at 2120 South Green Street in the County of Henderson, Kentucky, seeking annexation of the property into the corporate limits of the City. Copies of the letter of request and survey plat are attached.

Your action is necessary to forward this annexation request to the Planning Commission for review and return of a recommendation for zoning classification.

I am requesting authorization from the Board to submit this request to the Planning Commission for the appropriate zoning classification to be assigned for this property.

The appropriate action at this time would be to make a motion, and have a vote, to forward this request to the Planning Commission for the purpose of determining the appropriate zoning designation for the property.

MOTION by Commissioner Jan Hite, seconded by Commissioner X R. Royster, that the Board of Commissioners forward the annexation request to the Planning Commission for review and determination on the appropriate zoning designation for the property.

The vote was called. On roll call, the vote stood:

Commissioner Johnston --- Absent:
 Commissioner Hite ----- Aye:
 Commissioner Royster ---- Aye:
 Commissioner Mills ----- Aye:
 Mayor Austin ----- Aye:

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular *Meeting on* October 11, 2016

COMMISSIONER’S REPORT:

COMMISSIONER HITE remarked that she was excited to have the Canoe Creek Nature Trail officially opened. She thanked everyone that volunteered their time and resources and/or donated to this environmental educational project.

COMMISSIONER ROYSTER indicated that while driving and walking around town he noticed property maintenance issues, not just grass and weeds but also junk in yards and vehicles parked for extended periods on the streets and wanted to know what is being done to address the issue. Mr. Sights responded that the city responds to complaints, however if the Board would rather move to a comprehensive plan that would include actively looking for violations that certainly could be done. Assistant City Manager William L. Newman, Jr. reported that recent changes to the Kentucky Revised Statutes allow for changes beginning in January to the city’s property maintenance code ordinances. These changes include several different tools that could help address the issues that Commissioner Royster brought up. Commissioner Royster indicated that he would give Mr. Newman a list of the offending properties and would be open to waiting until the code changes were presented for review before pursuing a comprehensive plan approach.

MEETING ADJOURN:

MOTION by Commissioner X R. Royster, seconded by Commissioner Jan Hite, to adjourn the meeting.

The vote was called. On roll call, the vote stood:

Commissioner Johnston --- Absent:
 Commissioner Hite ----- Aye:
 Commissioner Royster ---- Aye:
 Commissioner Mills ----- Aye:
 Mayor Austin ----- Aye:

WITHOUT OBJECTION, Mayor Austin declared the Meeting adjourned at approximately 6:30 p.m.

ATTEST:

 Maree Collins, City Clerk

 Steve Austin, Mayor
 October 25, 2016

City Commission Memorandum
16-233

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager *RS/ld*

SUBJECT: Public Improvements Acceptance– Sidewalks-Harding Avenue, Lot #1
Cornbleet & III C of KY

An item for the agenda of Tuesday, October 25, 2016, meeting is first reading of an ordinance accepting public improvements for Lot #1 of Cornbleet & III C of KY, 411 Harding Avenue.

Included in this acceptance is approximately 124 lineal feet of 6' wide concrete sidewalk.

The improvements have been built to City subdivision standards, have been inspected and approved, and are recommended for acceptance by the Henderson-Henderson County Planning Commission at its meeting of October 4, 2016.

Your approval of the attached ordinance is requested.

c: Brian Bishop
Doug Boom



Planning the Future

Henderson City-County Planning Commission
1990 Barret Ct. Suite C
Henderson, KY 42420

Claudia Wayne
Assistant Executive
Director

October 5, 2016

Mayor Steve Austin
City Commissioners
Municipal Center
Henderson, Ky. 42420

RE: Acceptance of sidewalks for located at Harding Ave., Henderson, Ky.

Dear Mayor and Commissioners:

Please be advised Tuesday, October 4, 2016 the Henderson City-County Planning Commission took official action to recommend acceptance of the following:

Lot 1 of Lots 1 & 2 Cornbleet & III C of Ky., LLC Consolidation Subdivision

Sidewalks

Harding Avenue- 124 Lineal feet of 6' wide concrete sidewalks.

These improvements were constructed in accordance with the public improvement specifications and final inspection was preformed by the Henderson Engineering Department. The Henderson City-County Planning Commission at this time request your consideration.

Respectfully submitted,

Claudia Wayne
Assistant Executive Director

HENDERSON CITY-COUNTY
PLANNING COMMISSION

Attachment

C: Dawn Kelsey, City Attorney
Russell Sights, City Manager

ORDINANCE NO. _____

ORDINANCE ACCEPTING PUBLIC IMPROVEMENTS

SUMMARY: AN ORDINANCE ACCEPTING PUBLIC IMPROVEMENTS FOR PROPERTY LOCATED AT HARDING AVENUE KNOWN AS CORNBLEET & III C OF KY., LLC CONSOLIDATION SUBDIVISION LOT 1 OF LOTS 1 & 2

WHEREAS, at a meeting of the Henderson City-County Planning Commission held on October 5, 2016 it was recommended that certain public improvements for property located at Harding Avenue known as Cornbleet & III C of Ky., LLC Consolidation Subdivision Lot 1 of Lots 1 & 2 in the City of Henderson be accepted; and

WHEREAS, said improvements have been made in accordance with public improvements specifications and regulations.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, that the City hereby accepts certain public improvements for property located at Harding Avenue known as Cornbleet & III C of Ky., LLC Subdivision Lot 1 of Lots 1 & 2, which is generally depicted on the attached plat marked Exhibit "A", and consists of the following:

Lot 1 of Lots 1 & 2 Cornbleet & III of Ky., LLC Consolidation Subdivision

Sidewalks

Harding Avenue- 124 Lineal Feet of 6' wide concrete sidewalks

All ordinances or parts of ordinances in conflict herewith are hereby repealed and superseded to the extent of such conflict.

This ordinance shall become effective upon its legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Comissioner Johnston: _____
Commissioner Hite: _____
Commissioner Royster: _____

Commissioner Mills: _____
Mayor Austin: _____

WHEREUPON, Mayor Austin declared the ordinance adopted on first reading and ordered that it be presented for a second reading at a meeting of the Board of Commissioners.

On second reading of the ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted.

WHEREUPON, the vote was called. On roll call the vote stood:

Commissioner Johnston: _____ Commissioner Mills: _____
Commissioner Hite: _____ Mayor Austin: _____
Commissioner Royster: _____

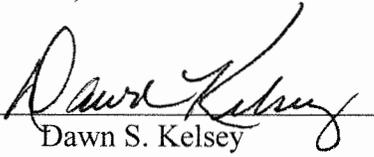
WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date and ordered that it be recorded.

Steve Austin, Mayor
Date: _____

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 19 DAY OF
OCTOBER, 2016.**

By: 
Dawn S. Kelsey
City Attorney

NOTES:

- 1) THIS IS A CLASS "A" (URBAN) SURVEY.
- 2) THE RELATIVE POSITIONAL ACCURACY OF THIS SURVEY IS 0.04".
- 3) THIS SURVEY WAS COMPUTED USING GEO3 12A.
- 4) THE ANGULAR ERROR OF CLOSURE WAS 4/A.
- 5) ALL SURVEYED PROPERTY CORNERS SHOWN HEREON ARE SET 5/8" DIA. STATION SDOES FROM PINS, 18" IN LENGTH, WITH CAP STAMPED C.L. KRANHINKEL, P.L.S. # 3685, UNLESS OTHERWISE NOTED.
- 6) THIS SURVEY WAS PERFORMED ENTIRELY BY G.P.S. STATIC & R.T.K. SURVEYING METHODS.
- 7) THE PARCEL SHOWN HEREON IS PVA PARCEL # 650-11 & 12.2.
- 8) THE PROPERTY SHOWN HEREON IS SUBJECT TO ALL LEGAL WRITTEN AND UNWRITTEN EASEMENTS AND OR RIGHTS-OF-WAY.
- 9) THIS PLAN REPRESENTS A BOUNDARY SURVEY AND COMPLIES WITH 201 KAR 18:150.
- 10) THE SETBACK REQUIREMENTS FOR THE PARCEL SHOWN HEREON ARE AS FOLLOWS: FRONT-30', REAR-25', SIDE-12'.
- 11) THE PROPERTY SHOWN HEREON IS ZONED HIGHWAY COMMERCIAL.
- 12) THE UTILITIES SERVING THE PROPERTY SHOWN HEREON ARE WITHIN EXISTING WRITTEN OR UNWRITTEN EASEMENTS AND OR RIGHTS-OF-WAY.

SURVEYOR'S CERTIFICATION

I hereby certify that the survey shown hereon was performed under my direction by the method of Trimble R8 GNSS REAL FREQUENCY G.P.S. R.T.K. unit which has a horizontal positional accuracy of ± 2cm. The distances shown hereon have not been adjusted for closure. The basis of the bearings shown hereon is (NAD 83) Kentucky State Plane South Zone. All the monuments shown hereon actually exist (except where noted). The information shown hereon is true and correct to the best of my knowledge and belief according to the information available to me, and all of the requirements of the subdivision regulations have been fully complied with to the best of my knowledge.

DATE 02/22/14 SURVEYOR *Robert Cornbleet*
Clifton L. Kranhinkel, Ky P.L.S. # 3685

OWNER'S CERTIFICATION

We do hereby certify that we are the owners of record of the property plotted hereon which is recorded in DB 605 PP 302 and DB 569 PP 178 in the Henderson County Court Clerk's Office, do hereby adopt the plan shown hereon for this property, do hereby dedicate the streets and any spaces as indicated to public use, and do establish and reserve the indicated easements for public utilities and drainage.

DATE 02/24/14 OWNER *Robert Cornbleet III*
DATE 02/24/14 OWNER *Vera Beth Cornbleet*
DATE 02/24/14 OWNER *Clifton L. Kranhinkel*

COMMISSIONER'S CERTIFICATION

I hereby certify that this record plat was approved by the Henderson City-County Planning Commission on 11/5/14.

DATE 11-5-14 *Clifton L. Kranhinkel*
PLANNING COMMISSION CHAIRMAN

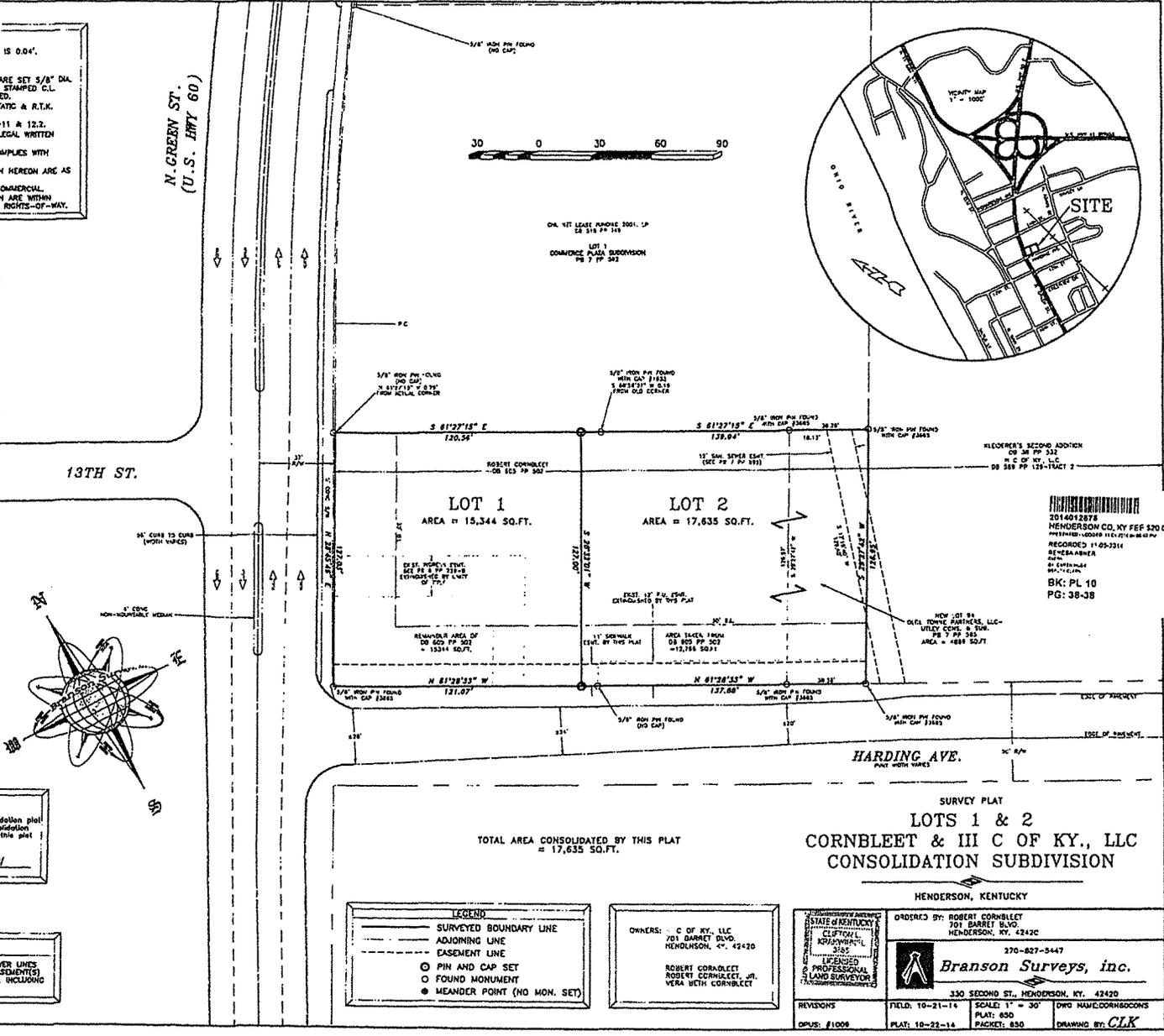
CONSOLIDATION CERTIFICATION

I hereby understand that completion of this consolidation plat may require a transfer of title in conformance with consolidation hereon. No building permits will be issued in reliance on this plat hereon. Not until appropriate transfer of title are made.

OWNER *Robert Cornbleet III* DATE 10/26/14

POWER EASEMENT NOTE

EASEMENTS ARE GRANTED HEREON FOR ALL EXISTING POWER LINES ACROSS OR SERVING THE SURVEYED PREMISES, WHICH EASEMENTS SHALL INCLUDE THE RIGHT OF ACCESS AND MAINTENANCE, INCLUDING THE RIGHT TO TRIM TREES AS NECESSARY.



SURVEY PLAT
LOTS 1 & 2
CORNBLEET & III C OF KY., LLC
CONSOLIDATION SUBDIVISION

HENDERSON, KENTUCKY

TOTAL AREA CONSOLIDATED BY THIS PLAT = 17,635 SQ.FT.

<p>LEGEND</p> <ul style="list-style-type: none"> SURVEYED BOUNDARY LINE ADJOINING LINE EASEMENT LINE PH AND CAP SET FOUND MONUMENT MEANDER POINT (NO MON. SET) 	<p>OWNERS: C OF KY., LLC 701 GARRET BLVD. HENDERSON, KY. 42420</p> <p>ROBERT CORNBLEET ROBERT CORNBLEET, JR. VERA BETH CORNBLEET</p>	<p>STATE OF KENTUCKY CLIFTON L. KRANHINKEL REGISTERED PROFESSIONAL LAND SURVEYOR</p>	<p>ORDERED BY: ROBERT CORNBLEET 701 GARRET BLVD. HENDERSON, KY. 42420</p> <p>370-827-5447</p> <p>Branson Surveys, inc.</p> <p>330 SECOND ST., HENDERSON, KY. 42420</p> <p>REVISIONS: FIELD: 10-21-14 SCALE: 1" = 30' PLAT: 10-22-14 PLAT: 630 PACKET: 630 DRAWING BY: CLK</p>
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1300 North Green Street
(Lot 1 of Lots 1 & 2 Cornbleet & III C of KY., LLC Consolidation Subdivision)
(Plat Book 10 Page 38)
HARDING AVENUE: 124+ Lined feet of 6 foot wide concrete sidewalk.

City Commission Memorandum
16-226

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager *RS/ld*
SUBJECT: Purchase of Tractor

The accompanying municipal order authorizes the purchase of a tractor from Wright Implement 1, LLC of Owensboro in the amount of \$29,129.02.

The attached memorandum from Park and Recreation Director, Trace Stevens, recommends the purchase of a John Deere 3033R Compact Utility Tractor. The tractor will be used primarily for the maintenance of parks, mulching of leaves, spreading gravel, blowing leaves and removing snow and will replace a 1987 John Deere tractor.

Bid packages were sent to 21 vendors, with four vendors submitting six bids. Three of the six bids did not meet technical specifications, in that H & R Agripower's first tractor bid hitch didn't meet the lift poundage spec and the blade attachment didn't meet the spec, and their second tractor bid didn't meet transmission specs; and Wayne Supply Company bid a bucket attachment instead of a blade attachment. Three of the six bids met the technical specifications; however, only one company, Wright Implement, also met the special conditions requirement requesting references.

Adequate funds are budgeted and available in the Fiscal 2017 budget. Your approval of the attached municipal order is requested.

c: Trace Stevens
Penny Hahn

**Park and Recreation Memorandum
16-20**

Wednesday, October 12, 2016

TO: Russell Sights, City Manager
Robert Gunter, Finance Director

CC: Lynn Drew
Penny Hahn

FROM: Trace Stevens, CPRP, Park and Recreation Director

SUBJECT: Parks Tractor Purchase

In response to bid 16-24 the Parks Recreation and Cemeteries Department would like to recommend that the city accept the bid from Wright Implement in the amount of \$29,129.02. This amount is for the purchase of a 4wd tractor to be used primarily in the parks department for the maintenance of parks, mulching of leaves, spreading gravel, blowing leaves and removing snow. This tractor will have an enclosed cab allowing work to be performed in all weather conditions during all seasons.

This tractor will replace an existing 1987 John Deere Tractor 541-218. This 25 year old tractor is listed in poor condition by the central garage and is scheduled for replacement this year. The Parks Department recommends that tractor 451-218 be disposed of by appropriate means.

There were 6 bids submitted from 4 companies. 3 of the tractors bid met the technical specifications submitted. Of the 3 that met the technical specs only 1 company, Wright Implement, met the special conditions requirement requesting references. Wright Implement submitted 2 tractors for consideration.

If awarded to Wright Implement this project was budgeted at \$32,000 and will come in \$2870.98 under budget. The suggested tractor is a John Deere 3033R tractor.

Enclosures: Bid 16-24 Tabulations
Bid 16-24

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-24

SPECIAL CONDITIONS

The City of Henderson is soliciting sealed bids for One (1) New 2016 or 2017 Mechanical Four Wheel Drive Tractor with Cab for use by the parks and recreation department.

Each bidder shall furnish specifications, length of warranty, list of all features and/or optional equipment, delivery date, operational capabilities, product support, parts availability, etc.

The successful bidder shall provide personnel upon delivery to train the City's personnel in the proper operation and maintenance of the machine.

The bidder must furnish references and other information to demonstrate performance capabilities, service capabilities, and parts availability.

- End of Section -

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-24

TECHNICAL SPECIFICATIONS

Minimum Specifications – Tractor

Minimum specifications are listed below. All bids shall be based on these specifications.

1. Model Year – 2016 or 2017 (new)
2. Gross Vehicle Weight Rating – Approximately 3,750 pounds, unballasted,
3. Engine – Minimum 33 horsepower, 3 cylinders, liquid cooled diesel and naturally aspirated, 1.6L displacement, 19 mph speed,
4. Transmission – Mechanical four wheel drive synchronized with a minimum of 12 forward and 12 reverse gears, hydraulically-shifted forward-to-reverse transmission, power steering, and wet multidisc clutch,
5. Steering – Hydrostatic power type, tilt,
6. Brakes – hydraulic, wet disk, self adjusting type,
7. P.T.O. – PTO speed @ RPM = 540 @ 2100, wet multidisc, 23 mph,

Front Attachment – 66” mounted front blade, including all installed lines, controls and connections with appropriate weights needed to operate safely,
8. Hydraulics – Include installed lines, controls and connections needed to attach 66” mounted front blade, minimum 16 gpm,
9. Tires – 7-14 farm (front) and 11.20-24 farm (rear) 6 ply, R1 traction type rear or equivalent load carrying capacity, left front and rear to be filled with fluid weight,
10. Axles and Wheels – Wheel base to be a minimum of 68” and 12.2” clearance at front axle, flanged rear axle with adjustable tread setting, adjustable front axle, cast iron wheels, any counter balance weights needed to be added at factory or dealer,
11. Fuel Tank – 12 gallons,
12. Hitch – Three-point hitch with 2,200 pound lift capacity, category 1, 4000 pound towing capacity, and telescoping draft links with swinging drawbar,
13. Safety Cage –

TECHNICAL SPECIFICATIONS

Page 2

14. Cab – Enclosed and climate controlled, 360 degree visibility, 80 decibel sound rating with integrated Roll Over Protection Structure (ROPS),
15. Electrical System – 12 volt, 55 amp alternator, 500 cold cranking amp battery,
16. Warning Equipment – Top mounted amber beacon, audible backup alarm, external mirrors,
17. Other Equipment – gearshift mounted on the floor, canopy, and slow moving vehicle hazard lights, headlights, rear work light, rear tail light, flat top fenders, amber strobe warning light, deluxe cushioned seat, category II 3 point hitch
18. Paint – Standard factory paint

Technical questions may be directed to Trace Stevens, Parks and Recreation Director 270-827-3435. Bid procedure questions may be directed to Penny N. Hahn, Assistant Finance Director, at 270-831-4920.

MUNICIPAL ORDER _____

MUNICIPAL ORDER AWARDING BID FOR ONE (1) FOUR WHEEL DRIVE TRACTOR WITH CAB FOR THE PARKS DEPARTMENT TO WRIGHT IMPLEMENT 1, LLC, OWENSBORO, KENTUCKY

WHEREAS, the City of Henderson has issued invitations to bid for one (1) four wheel drive tractor with cab for the Parks Department; and

WHEREAS, bids were submitted to the City pursuant to said invitations, and were publicly opened on October 7, 2016, with Wright Implement 1, LLC, Owensboro, Kentucky, 42301 submitting the best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to Wright Implement 1, LLC, 3225 Carter Road, Owensboro, Kentucky 42301, for the purchase of one (1) four wheel drive tractor with cab for the Parks Department in the amount of \$29,129.02, in strict accordance with its bid as submitted pursuant to Bid Reference 16-24.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Johnston: _____ Commissioner Mills: _____
Commissioner Hite: _____ Mayor Austin: _____
Commissioner Royster: _____

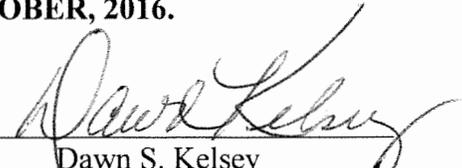
INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING and Mayor Austin, affixed his signature and the date thereto and ordered that the same be recorded.

Steve Austin, Mayor
Date: _____

ATTEST:

Maree Collins, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS 19 DAY OF OCTOBER, 2016.

By: 
Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-229

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager *RS/ld*

SUBJECT: Public Safety Building Cleaning Contract

The accompanying municipal order authorizes the award of a contract for cleaning services to Frantz Building Services, Inc., Owensboro, in the low bid amount of \$2,100.00 per month, which is the same vendor of the current contract.

Included in the scope of work is the provision of janitorial services at the Public Safety Building. Housekeeping services are to be performed a minimum of five days a week, one of which is to be on the weekend during daylight hours. Services to be provided are specifically delineated in the contract and include daily, weekly, bi-monthly, quarterly, and bi-annual activities. The failure of the contractor to completely fulfill the daily requirements will result in a non-payment penalty equal to the daily rate (monthly rate divided by the number of cleaning days in the month). A performance bond in the amount of \$25,000.00 will be posted and the contract is cancelable by the City at will.

Bid packages were sent to 15 vendors, with four vendors submitting bids for the work. All bids met the minimum specifications. Frantz Building Services was the low bidder and award is recommended accordingly.

The contract is for a one-year period beginning November 1, 2016, with option to extend for an additional one-year period upon mutual agreement of both parties.

Adequate funds are budgeted and available for this purpose. Your approval of the attached municipal order is requested.

c: Terry Stone
Penny Hahn

Public Works Memorandum
Municipal Facilities Division

16-16

Date: October 17, 2016
To: Russell Sights, City Manager
From: Terry W. Stone, Municipal Facilities Superintendent 
Thru: Brian Williams, Public Works Director 
Subject: Bid Reference 16-28, Janitorial Services for the Public Safety Building

Bids were opened by the City Finance Department on Oct. 14, 2016 for the Public Safety Building's (Peabody) Janitorial Services. The bids received and opened were as follows:

Bidder	Monthly Bid Price	Yearly Bid Price
Frantz Building Services (Evansville, IN)	\$ 2,100.00	\$ 25,200.00
EPIC Systems (Evansville, IN)	\$ 2,244.44	\$ 26,933.28
Jani-Clean Inc. (Evansville, IN)	\$ 2,297.00	\$ 27,564.00
Purus Clean (Owensboro, Ky)	\$ 3,261.00	\$ 39,132.00

This bid is for one (1) year janitorial service contract with an option for an additional year at the **same price**, if both the City and the Service agrees. This bid includes the cleaning of the complete Public Services Building; Ground Floor- (Codes, Planning, G.I.S., Emergency Management, the vacant Suite) and the First and Second floors- (Communications and Police Department).

I **recommend** that Bid-Reference 16-28 be awarded to the lowest bidder, **Frantz Building Services**.

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-28

SPECIAL CONDITIONS

The City of Henderson is soliciting sealed bids for janitorial services for the police station and other offices located in the Public Safety Building (formerly Peabody Building) at 1990 Barrett Court.

BID PROCEDURE

- The bid shall be submitted with a per month price.
- Contact Terry Stone, Municipal Facilities Superintendent, to set-up a tour of the facilities.
- Read and understand all of the technical specifications (call if clarification is needed).
- Furnish three (3) references as specified.
- Read, completely fill out, sign and return the City of Henderson's Bid Pricing Sheet.
- Furnish Bid Bond

Return all requested information to the Finance Department by the Date and Time indicated.

REFERENCES

Three (3) references shall be included with the bid. These references must be from facilities that are currently being serviced or have been serviced by the bidder and are office complexes of the approximate size of the ones for which this contract is for. They are to include:

- Facility, including the address
- Contact Person
- Contact Person's telephone number

SPECIAL CONDITIONS

Page 2

GENERAL PROVISIONS

The janitorial contractor shall be required to provide names and social security numbers of all service personnel for the City's buildings so that a security clearance can be obtained by the Henderson Police Department. The City shall be notified any time there is a change in personnel. The contractor shall provide names and social security numbers of the replacement personnel for security clearance at least three working days prior to their placement in a City building. The City reserves the right to accept or reject personnel should a security check be unfavorable. No City employees, relatives, or ex spouses will be allowed to work in this location.

The successful bidder shall furnish the City with a direct contact person who is expected to supervise and train their employees. Said contract person shall be required to perform a walk-thru on the second Wednesday of each month at 9:00 a.m., and shall be accompanied by Terry Stone, Municipal Facilities Supervisor or his designee. The City also requires that the contractor abide by all applicable laws and regulations.

The successful bidder will be issued keys and shall be held responsible for these keys. A list of designated service personnel who have been issued keys must be submitted to the City. **No keys shall be duplicated except by the City of Henderson.** The contractor agrees that if the City's key(s) in their possession are lost or misplaced, the entire cost for re-keying the building, by a locksmith selected by the City of Henderson, shall be paid by the contractor.

Each bidder is urged to read the entire set of documents thoroughly and be prepared to comply with all provisions contained herein. The City of Henderson and its personnel will work with each potential Bidder individually on any question(s) that may arise. Each Bidder shall contact Terry Stone, Municipal Facilities Superintendent, at (270) 831-1200, to make an appointment to tour the building. Failure to communicate with Mr. Stone may be grounds for bid rejection.

The City and their personnel will work with the successful contractor to help accomplish an excellent housekeeping program by:

- (1) Being open to all suggestions from the contractor
- (2) Staying in contact with the contractor's management personnel
- (3) Making weekly inspection reports and reporting problem areas to the contractor immediately
- (4) Making a monthly walk-thru with the service representative

Failure to completely fulfill the requirements of the Technical Specifications shall result in total non-payment of the daily rate. The daily rate is figured by taking the monthly rate and dividing it by the number of cleaning days in the month.

SPECIAL CONDITIONS

Page 3

The City expects the successful bidder to respond immediately to correct any deficiencies and to respond immediately to any and all correspondence from the City. The successful vendor shall have five (5) working days to correct any deficiencies. If vendor fails to correct the deficiencies within the five (5) day period, the City shall have the right to cancel this contract.

BID BOND

A Bid Bond in the form of a bank draft, certified check, cash, or a satisfactory bond executed by the Bidder or a surety company in an amount equal to ten percent (10%) of the yearly cost of the contract, payable to the City of Henderson, shall be submitted with each bid.

Failure to furnish the required bid bond shall result in rejection of the bid.

JANITORIAL SERVICE BOND

Bidder shall be required to post a Janitorial Service Bond in the amount of twenty five thousand dollars (\$25,000) within ten (10) days of acceptance of the bid. The bond shall be issued by a company satisfactory to the City and authorized to do business in the Commonwealth of Kentucky.

INSURANCE REQUIREMENTS

During the term of the contract and before any part of the services are performed or the goods are delivered, Bidder shall, at Bidder's sole expense, cause to be issued and maintained not less than the insurance coverages set forth below:

- A. Broad Form Comprehensive General Liability, including Products and Completed Operations.

Bodily Injury: \$300,000 each occurrence
 \$1,000,000 aggregate

Property Damage: \$300,000 each occurrence

- B. Workers Compensation for all employees used on the job pursuant to statute.

The City of Henderson shall be named as an additional insured on the general liability policy. A certificate of insurance must be furnished to the City of Henderson within seven (7) days notice of contract award. The City of Henderson shall be notified, in writing, at least thirty (30) days before any changes are made to the affected policies

SPECIAL CONDITIONS

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which alter the amount and/or types of insurance held. Failure to comply with these requirements is grounds for immediate cancellation of the contract.

CONTRACT DURATION

The successful bidder shall be awarded a contract for a one (1) year period beginning November 1, 2016, or as soon as possible thereafter, and ending October 31, 2017. This contract may be renewed for an additional one-year period upon mutual agreement of both parties. If this contract is renewed, all provisions of the original contract shall apply.

Any contractor who is awarded a contract pursuant to this advertisement and specifications shall not be in financial arrears to the City of Henderson for any reason during the first or any subsequent contract. Failure to honor this specific provision shall be the basis for immediate contract cancellation.

- End of Section -

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-28

TECHNICAL SPECIFICATIONS

The intent of these specifications is to describe what is expected of a cleaning contractor to accomplish a successful housekeeping program for the Public Safety Building.

Housekeeping services are to be performed a minimum of four (4) nights a week (Monday, Tuesday, Wednesday and Thursday) and one (1) day being either Saturday or Sunday during the daylight hours, with the exception of these holidays: (a) New Years Day, (b) Martin Luther King Day, (c) Good Friday, (d) Memorial Day, (e) Independence Day, (f) Labor Day, (g) Thanksgiving Day and the day after, and (h) Christmas Eve Day and Christmas Day or Christmas Day and the day after, whichever way is observed by the City.

All cleaning is to be performed outside of normal business hours. Business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Special meetings are frequently held outside of the normal business hours and it is imperative that janitorial personnel not be present in these areas during such meetings. It will be the responsibility of the janitorial contractor to work around these meetings and still perform their duties in all areas of these buildings. Secure all exterior doors when leaving the facility at anytime.

Nightly duties to be performed are as follows:

- Remove all trash from the buildings to the dumpster located outside the building.
- Empty and disinfect all sanitary napkin receptacles.
- Carpeted areas are to be vacuumed completely and spot cleaned as needed.
- Hard surface areas are to be swept and damp mopped completely including stairs and landing.
- The ceramic tile in all restrooms is to be swept, damp mopped and disinfected completely.
- Baseboards in carpeted areas are to be dusted.
- Hard surface areas are to be cleaned with a spray cleaner. This also includes ceramic base in the restrooms.
- Entrance mats are to be vacuumed and spot cleaned.
- Chair Mats are to be damp mopped with a cleaner that leaves no residue.
- Remove all cobwebs throughout the buildings.
- Feather dust all erratic surfaces and window blinds.
- Dust all horizontal and vertical surfaces and ledges.
- Dust pictures and plaques.
- Clean and wax (furniture polish) counters other than breakroom areas.
- Clean and sanitize all counters and tables in break areas.
- Clean all wood and steel doors and jambs, including the elevator doors.

TECHNICAL SPECIFICATIONS

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- Spot clean all wall areas.
- Clean and polish all water fountains.
- Clean all mirrors completely.
- Clean exterior glass on entrance doors and side lights.
- Clean all interior doors and window partitions.
- Spot clean all exterior glass.
- Clean and disinfect all bathroom fixtures.
- Polish all chrome with dry rag.
- Replace deodorant blocks in urinals and commodes (as needed).
- Clean and sanitize all restroom wall partitions.
- Fill all paper towel dispensers.
- Fill all liquid soap dispensers.
- Fill all toilet paper holders.
- Clean and sanitize all telephones with an alcohol base disinfectant.
- Clean and sanitize the showers and locker areas.
- Polished granite tile areas are to be dust mopped and damp mopped with a residue free cleaner.
- Clean all stairway rails and metal stair parts.
- Gather, wash, dry and store cups and dishes left in assembly rooms and breakrooms.
- All office paper recycling containers throughout the building shall be emptied into the designated receptacles. This shall be done on Tuesdays and Fridays. Additional collections will be performed as needed.
- Plexiglass covered bulletin boards are to be cleaned with **Plexiglass Wax** only.
- Exterior urns are to be emptied and wiped off
- Secure all exterior doors when leaving the facility
- Shut and lock all unlocked doors on ground floor suites and offices while performing services.

NOTE: Work areas (desks, tables, etc.) are usually cluttered, **do not** disturb these.

Weekly duties to be performed are as follows:

- Sweep, mop and spray, buff and/or polish all composite tile surfaces.
- Wet mop and disinfect all floor surfaces in the restrooms.
- Polished granite tile areas are to be dusted and scrubbed with a cleaner that leaves no residue.

Duties to be performed every other month are as follows:

- Extract and clean the carpeted areas in all main traffic lanes (halls, reception, assembly rooms and all other open areas).

TECHNICAL SPECIFICATIONS

Page 3

Quarterly duties to be performed are as follows:

- Thoroughly clean all hard surface composite tile floor areas, apply wax and buff.
- Completely wash and clean all interior glass, inside and out, including all exterior door glass, adjacent sidelights, transom glass and glass panels and interior of all exterior windows.
- Quarterly work to be performed in the first month of the contract and every three months thereafter.

Bi-annual duties to be performed are as follows:

- Strip all hard surface composite tile floor areas of wax and refinish
- Extract and clean all carpeted areas
- Work is to be performed in the first month of the contract and every six months thereafter.

NOTE: The weekly, every other monthly, quarterly and bi-annual duties shall be performed on a Saturday or a Sunday during the daylight hours. All carpet cleaning shall be performed on Saturday. The dates and times of all quarterly and bi-annual work shall be furnished to the City prior to performing this work.

NOTE: The inside or outside of all exterior window glass is not included in this contract, except as noted.

NOTE: Interior glass in west foyer (front and back) above 8 feet not included in interior glass cleaning.

Things Not to Do are as follows:

- Do not clean any computer screen
- Do not interfere in any way with City business or do not move any paperwork in order to clean
- No persons other than the listed service personnel are allowed in the City's buildings after business hours
- Contractor is not to use city equipment or its premises for any purpose other than business pertaining to this contract
- Do not unplug any electrical cords
- Do not use the City's paper products to clean with

NOTE: Permission to access and work in the 911 Center must be given by the operators on duty at the time. Due to the nature of the 911 Center, employees of the contractor may be asked to leave and return at a later time to finish cleaning. Be very careful where you plug in your vacuum in the "911" area. Only use receptacles that are not colored.

TECHNICAL SPECIFICATIONS

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Miscellaneous duties are as follows:

- Flush water into all floor drains about once a week (7 days).
- Keep all janitorial closets free of trash and straightened.
- Furnish all cleaning supplies and equipment except restroom disposable supplies and plastic waste liners
- All chemicals have to have labels and the M.S.D.S. for each shall be furnished to the City.
- The carpet in the “911” area has a special static resistant property built into it. Any special cleaning materials needed will be furnished by the City with full instructions. The Janitorial Contractor will perform the labor for cleaning.

Approximate Square Footage by type of Floor Covering for Ground Floor

Carpet	10,000
Polished Granite	200
Composite Tile	700
Ceramic Tile	600
Total	11,500

Approximate Square Footage by type of Floor Covering for First Floor

Polished Granite	710
Carpet	12,024
Composite Tile	1,470
Ceramic Tile	750
Total	14,954

Approximate square footage by type of floor covering for Second Floor

Carpet	8,750
Composite Tile	240
Ceramic Tile	2,110
Total	11,100

NOTE: There is approximately 2,800 square feet of carpeted area on the Second Floor that is not utilized presently but could be added to this contract at a later date upon mutual agreement of the City and the Contractor.

- End of Section -


The City of Henderson
P.O. Box 716
Henderson, Kentucky 42419-0716

Finance Department

Phone: 270-831-1200

FAX: 270-831-1246

E-mail: Finance@cityofhendersonky.org

October 3, 2016

TO: All Prospective Bidders
FROM: Penny Hahn, Assistant Finance Director *PH*
SUBJECT: Bid Reference 16-28; Cleaning Services for Public Safety Building

Addendum #1

Attached is City of Henderson Administrative Policy and Procedure C-500, Information Security – Protection of Personal Information. It should have been included with Bid Reference 16-28.

Please note your receipt of this addendum by including a copy of it with your bid or noting receipt of Addendum #1 on the “Bid Pricing Sheet”.

Administrative Policy and Procedure Manual

City of Henderson, Kentucky

Subject	Number
Information Security - Protection of Personal Information	C-500

Effective Date	Revision	Page	of
June 20, 2016	1	1	8

1.0 POLICY STATEMENT: The purpose of this policy is to provide guidance to City personnel to minimize the risk of improperly disclosing personal information, and to set practical guidelines for effectively responding to security incidents pursuant to KRS 61.932, in order to:

- 1.1 Identify vulnerabilities in the storage of personal information, and eliminate or mitigate those vulnerabilities;
- 1.2 Recognize when an incident has occurred;
- 1.3 Notify appropriate personnel in the event of an incident;
- 1.4 Respond to information security threats; and
- 1.5 Recognize events that require special handling due to their potential impact or special reporting due to legal or other concerns.

This policy requires City personnel to enact appropriate measures to protect personal information stored on media, both digital and non-digital, during the entire term of its use, until its destruction in accordance with the records retention and destruction policy.

2.0 PROCEDURES: Personal information stored on non-digital media shall be physically controlled and securely stored in a manner that ensures that the media cannot be accessed by unauthorized individuals. Methods may include storage in locked cabinets and drawers, or in locked rooms, if unauthorized individuals could gain unescorted access to areas where personal information is stored.

Personal information stored in an electronic format shall be protected from access by unauthorized individuals by means of software that prevents unauthorized access. If personal information is transmitted via e-mail or other electronic means, transmission will use appropriate encryption mechanisms.

2.1 Definitions:

- 2.1.1 "Authorized personnel" means City of Henderson full-time, part-time and temporary employees and unpaid interns; elected and appointed officials; attorneys who are representing the City of Henderson or City of Henderson personnel or elected or appointed officials in their official capacity with the City; City of Henderson's auditors; and approved contractors or consultants.

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2.1.2 “*Computer security incident*” or “*incident*” means a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard security practices.

2.1.3 “*COT*” means the Commonwealth Office of Technology.

2.1.4 “*Digital media*” means physical, electronic media, used to store information, including, but not limited to: diskettes, magnetic tapes, desktop computers, laptops, hard drives, random access memory, read only memory, compact discs, network equipment, other forms of optical and magnetic media, and any other electronic media on which information may be stored. This definition includes forms of media existing at the time these regulations are promulgated and also any such forms or formats as may be invented.

2.1.5 “*DLG*” means the Department for Local Government.

2.1.6 “*Non-digital media*” means a hard copy or physical representation of information, including, but not limited to, paper copies, printer ribbons, drums, microfilm, platens, and other forms of preserved or preservable information.

2.1.7 “*Personal Information*” means an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

2.1.7.1 An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;

2.1.7.2 A Social Security number;

2.1.7.3 A taxpayer identification number that incorporates a Social Security number;

2.1.7.4 A driver's license number, state identification card number, or other individual identification number issued by any agency;

2.1.7.5 A passport number or other identification number issued by the United States government; or

2.1.7.6 Individually identifiable health information as defined in 45 C.F.R. sec. 160.103

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2.1.8 “*Portable computing device*” means electronic devices on which personal information is stored, or may be stored, designed, used or intended to be used in multiple physical locations or capable of being used while traveling, such as laptops, tablet computers, personal digital assistants (PDAs), digital cameras, portable telephones, and similar devices.

For purposes of this policy, all terms not otherwise defined are used consistent with the definitions set forth in KRS 61.932.

3.0 **POLICY:** Media containing personal information shall be physically controlled and securely stored in a manner meant to ensure that the media cannot be accessed by unauthorized individuals. This may require storing media in locked containers such as cabinets, drawers, rooms, or similar locations if unauthorized individuals have unescorted access to areas where personal information is stored. Department Heads will determine the appropriate location for storing media with personal information in areas where unauthorized individuals have unescorted access. If personal information is stored in an electronic format, it shall be protected from access by unauthorized individuals. Such information must be protected by software that prevents unauthorized access. If personal information is transmitted via e-mail or other electronic means, it must be sent using appropriate encryption mechanisms.

3.1 **Software** Security software used to protect personal information must provide user identification, authentication, data access controls, integrity, and audit controls.

Security software should be adequately tested to confirm functionality and to ensure that it is minimally disruptive to all associated operating systems, communications, applications, and other associated software systems. Contractual provisions must also ensure that the supplier’s software, by design or configuration, will not introduce any security exposures.

The level of protection afforded by security software should be commensurate with the sensitivity of the data. For example, if data resides in a database that is deemed highly confidential, stringent access controls to the database should be employed. The level of protection along with the methods to implement that protection should be addressed before any personal information is stored on a device.

Systems, networks and application software used to process personal information must adhere to the highest level of protection reasonably practical. The City shall use Intrusion Detection and Prevention software which provided that provides comparable, or superior, protection to Software approved by the Commonwealth Office of Technology.

- 3.2 **Encryption** Information stored on digital media shall be encrypted in accordance with contemporary standards.
- 3.3 **Access Control** Only authorized individuals are permitted access to media containing personal information. In addition to controlling physical access, user authentication should provide audit access information. Any access must comply with applicable regulatory requirements.
- 3.4 **Portable Computing Devices** This policy prohibits the unnecessary placement (download or input) of personal information on portable computing devices. However, users who in the course of City of Henderson business must place personal information on portable computing devices must be made aware of the risks involved and impact to the affected person/entities in the event of actual or suspected loss or disclosure of personal information. If personal information is placed on a portable computing device, reasonable efforts must be taken, including physical controls or encryption, to protect the information from unauthorized access. Additionally, each person using the portable computing device must sign a form approved by the City of Henderson indicating acceptance of the information and acknowledging his/her understanding of the responsibility to protect the information. (If a person is using a smartphone or tablet, a separate Agreement must be signed). In the event the portable computing device is lost or stolen, the City should be able to accurately recreate the personal information and must be able to provide notification to all affected persons/entities.

When it is determined that personal information must be placed on a portable computing device, every effort should be taken to minimize the amount of information required. If possible, information should be abbreviated to limit exposure (e.g., last 4 digits of the social security number).

- 3.5 **Physical Security Procedures** Each Department Head is responsible for determining what non-digital media is in its department and determining the appropriate measures to ensure that non-digital media is protected from physical security needs and threats, such as natural disasters, electrical outages, fire, or other physical threats to personnel or information resource. If a Department Head determines that it does not have non-digital media with personnel information in its department, then it should provide a statement to that effect to the Point of Contact (POC). The Department Head is responsible for keeping the POC aware of any changes in the personal information that it keeps.

The POC is in charge of determining the appropriate measures to ensure that digital media is protected from physical security needs and threats, such as natural disasters, electrical outages, fire or other physical threats.

- 3.6 **Protection of Personal Information** The City shall secure and, when applicable, appropriately dispose of non-digital media. Non-digital media containing

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personal information must be properly stored and secured from view by unauthorized persons. **Individual employees are responsible for security of personal information in their possession or stored within their workspaces or on their electronic devices.**

Secure measures will be employed by the city and all permissive users to safeguard personal information contained on all City's technology resources.

Department Heads shall ensure that all authorized personnel are familiar with and comply with the Information Security Policy. The City shall ensure that only authorized personnel may hold and have access to personal information.

3.7 Types of Incidents Threats to the security of personal information arise in many different ways. City employees are encouraged to be aware of the different types of threats and to enact reasonable measures to protect against each. Attacks on personal information may arise from:

3.7.1 External/Removable Media—an attack executed from removable media (e.g. flash drive, CD) or a peripheral device.

3.7.2 Attrition—An attack that employs brute force methods to compromise, degrade, or destroy systems, networks, or services.

3.7.3 Web—An attack executed from a website or web-based application.

3.7.4 Email—An attack executed via an email message or attachment.

3.7.5 Improper usage—Any incident resulting from violation of an organization's acceptable usage policies by an authorized user, excluding the above categories.

3.7.6 Loss or Theft of Equipment—The loss or theft of a computing device or media used by the organization, such as a laptop or smartphone.

3.7.7 Other—an attack that does not fit into any of the other categories.

3.8 Destruction of Records Containing Personal Information A media retention schedule shall be defined for all media in accordance with regulatory requirements. The City of Henderson has adopted a retention schedule consistent with the Kentucky Department of Libraries and Archives General Records Retention Schedule for State Agencies.

When records containing personal or confidential information are ready for destruction, the City shall destroy the information completely to ensure that the information cannot be recognized or reconstructed. In addition, any personal or confidential data contained on the computer media must be obliterated and/or made indecipherable before disposing of the tape, diskette, CD-ROM, zip disk, or other type of medium.

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The methods set forth below are listed in priority order with the most highly recommended safeguard listed first. One of the following safeguards will be implemented:

- 3.8.1 Hire a document disposal contractor to dispose of the material. The contractor should be certified by a recognized trade association and should use disk sanitizing software and/or equipment approved by the United States Department of Defense. The Point of Contact should review and evaluate the disposal company's information security policies and procedures. The Point of Contact should review an independent audit of a disposal company's operations and/or its compliance with nationally recognized standards.
- 3.8.2 Secure and utilize shredding equipment that performs cross-cut or confetti patterns.
- 3.8.3 Secure and utilize disk sanitizing or erasing software or equipment approved by the United States Department of Defense.
- 3.8.4 Modify the information to make it unreadable, unusable or indecipherable through any means
- 3.9 **Reporting of Incidents Involving Personal Information** An employee who suspects or knows of an actual loss or disclosure of personal information will report it to their Department Head, Department's Point of Contact, or the Point of Contact as soon as practical, but in no event longer than two (2) business days, including if the portable computing device is lost or stolen. The City will disclose a security breach in which personal information is disclosed to, or obtained by, an unauthorized person. Notification of the incident must be made in the most prompt and expedient manner after the incident has been discovered. Within thirty-five (35) days, a letter notifying affected individuals of actual or suspected loss or disclosure of personal information will be sent by the City describing the types of information lost and recommended actions to be taken to mitigate the potential misuse of their information.
 - 3.9.1 Further, within three (3) business days, when the City identifies that a security breach has occurred in which personal information has been disclosed to, or obtained by, an unauthorized person, it shall notify Kentucky State Police, the Auditor of Public Accounts, the Attorney General and the Commissioner of the Department for Local Government and complete form COT-F012 documenting the following:
 - 3.9.1.1 Preliminary Reporting and description of the incident;
 - 3.9.1.2 Response, including evidence gathered;
 - 3.9.1.3 Final Assessment and corrective action taken; and

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3.9.1.4 Final Reporting

3.9.2 Incident Response procedures can be a reaction to security activities such as:

3.9.2.1 Unauthorized access to Personnel, Data, or Resources;

3.9.2.2 Denial of Service Attacks;

3.9.2.3 Actual or Anticipated Widespread Malware Infections;

3.9.2.4 Data Breaches;

3.9.2.5 Loss/Theft of Equipment;

3.9.2.6 Significant Disruption of Services

3.9.2.7 Significant Level of Unauthorized Scanning Activity to or from Hosts on the Network

3.10 Investigation: The City shall make reasonable efforts to investigate any security breaches in which personal information is disclosed to, or obtained by, an unauthorized person and shall take appropriate corrective action.

3.11 Disclosure Communications: The City will comply with all federal and state laws and policies for information disclosure to media or the public. In some circumstances, communication about an incident is necessary, such as contacting law enforcement. The City will use discretion in disclosing information about an incident. Such information includes network information, type of incident, specific infection type (if applicable), number of assets affected, specific detail about applications affected, applications used to employ corrective action/investigate, etc. the City may proactively share relevant incident indicator information with peers to improve detection and analysis of incidents. Within the parameters of the law, minimal disclosure regarding incidents is preferred to prevent unauthorized persons from acquiring sensitive information regarding the incident, security protocols and similar matters, in an effort to avoid additional disruption and financial loss responsible for updating this, if it does receive personnel information.

4.0 RESPONSIBILITY: The Finance Director shall be the Point of Contact (POC) under this policy. The POC shall serve the following functions:

4.1 Maintain the City of Henderson' adopted Information Security Policy and be familiar with its requirements;

4.2 Ensure the City of Henderson's employees and others with access to personal information are aware of and understand the Information Security Policy;

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- 4.3 Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
- 4.4 Be responsible for obtaining from Department Heads' their department security policy;
- 4.5 Be responsible for ensuring compliance with the Information Security Policy; and
- 4.6 Be responsible for responding to any incidents.

Department Heads shall be responsible for developing their department's physical security policy which will include appointing a POC for their Department. The Department POC will report changes to the Department's policies and any possible breaches to the City's Point of Contact (Finance Director). Department Head shall report any changes in the Department's keeping of personal information to the Department's POC and to the City's Point of Contact.

5.0 **AGREEMENT WITH NONAFFILIATED OUTSIDE PARTIES:** For any Agreement with an outside, nonaffiliated party (person, agencies, or company) that the City of Henderson enters into or modifies on or after January 1, 2015, wherein as part of that Agreement personal information will be provided to that outside party, then the Agreement shall required that the outside, nonaffiliated party implement, maintain and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as this policy and that are reasonably designed to protect the personal information from unauthorized access, use, modification, disclosure, manipulation or destruction. Further, the Agreement must provide that the nonaffiliated outside party must notify the City in the most expedient time possible and without unreasonable delay, but within seventy-two (72) hours of determination of a security breach relating to the personal information in possession of the nonaffiliated, outside party. A delay in notification may be allowed if law enforcement notifies the nonaffiliated outside party that notification will impede a criminal investigation or jeopardize homeland or national security - see KRS 61.932(2)(b)(2). The notice to the City shall include all information has regard to the security breach at the time of notification. The Agreement must specify how the cost of the notification and investigation requirements under KRS 61.933 will be apportioned when a security breach has occurred

MUNICIPAL ORDER _____

MUNICIPAL ORDER AWARDING BID FOR CLEANING SERVICES FOR THE PUBLIC SAFETY BUILDING (FORMERLY PEABODY BUILDING) TO FRANTZ BUILDING SERVICES, INC., OF OWENSBORO, KENTUCKY

WHEREAS, the City of Henderson has issued invitations to bid for cleaning services for the Public Safety Building (formerly Peabody Building); and

WHEREAS, bids were submitted to the City pursuant to said invitations, and were publicly opened on October 14, 2016, with Frantz Building Services, Inc., Owensboro, Kentucky 42301, submitting the low bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to Frantz Building Services, Inc., 1326 West 9th Street, Owensboro, Kentucky 42301, for cleaning services for the Public Safety Building (formerly the Peabody Building) in the amount of \$2,100.00 a month, in strict accordance with its bid as submitted pursuant to Bid Reference 16-28.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Johnston: _____	Commissioner Mills: _____
Commissioner Hite: _____	Mayor Austin: _____
Commissioner Royster: _____	

INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING and Mayor Austin, affixed his signature and the date thereto and ordered that the same be recorded.

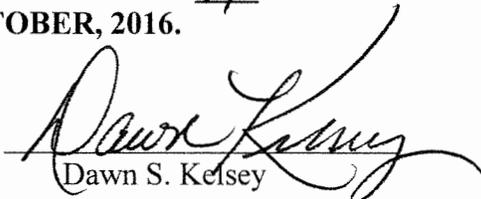
ATTEST:

Steve Austin, Mayor
Date: _____

Maree Collins, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS 17 DAY OF OCTOBER, 2016.

By:


Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-228

October 21, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager *RS/ld*

SUBJECT: Purchase of Pickup Truck

The accompanying municipal order authorizes the purchase of a 2017 4WD crew cab 4-door pickup truck from John Jones Auto Group, Corydon, Indiana in the best bid amount of \$27,923.00.

The vehicle will be placed in the HART Department replacing 015-003, a 2001 Chevrolet Malibu and 015-004, a 2006 Ford Freestar van. The new vehicle replaces two older units that will be taken out of service to keep the City current with the vehicle and machinery replacement plan, to keep operating costs low as the older, high mileage vehicles are rotated out.

Bid packages were sent to 27 vendors, with 10 submitting bids. The two lowest bids did not meet specifications, in that The Pogue Group bid a quad cab, different transmission, incorrect seat and flooring; and Glenn's Freedom bid different transmission, incorrect seat and floor covering. John Jones Auto Group submitted the best bid which met all specifications and award is recommended accordingly.

Adequate funds are budgeted in the Fiscal 2017 budget for this vehicle, and KYTC has approved our request to use Toll Revenue Credits as our match. Your approval of the attached municipal order is requested.

c: Brian Williams
Brenda Wethington
Penny Hahn

PUBLIC WORKS MEMORANDUM

16-17

Oct. 20, 2016

TO: Russell Sights, City Manager
FROM: Brian Williams, Public Works Director *BW*
SUBJECT: Bid Reference No. 16-29, 2017 Crew Cab 4 Door Pickup Truck

Bids were opened Oct. 14, 2016 and were as follows:

<u>Bidder</u>	<u>Amount</u>
The Pogue Group	\$24,634.00
Glenn's Freedom #1	\$25,974.00
John Jones Auto Group	\$27,923.00
Bob Hook Chevrolet	\$29,357.00
Bachman Auto Group	\$29,647.00
The Pogue Group	\$30,323.13
Town & Country Ford	\$30,820.00
Don Moore General Motors	\$30,974.00

Bids from the Pogue Group and Glenn's Freedom #1 did not meet specifications. Therefore, I recommend Bid Reference No. 16-29 in the amount of \$27,923.00 for the aforementioned item be awarded to John Jones Auto Group, Corydon, IN.

BW/bp

CITY OF HENDERSON, KENTUCKY
 BID TABULATION SHEET

BID REFERENCE NO.: 16-29
 DATE BID OPENED: 10/14/16
 APPROVAL DATE: _____
 ACCEPTANCE FORM SENT: _____

THE POGUE GROUP
 POWDERLY, KY

GLENN'S FREEDOM
 LEXINGTON, KY

JOHN JONES AUTO GROUP
 CORYDON, IN

BOB HOOK CHEVROLET
 LOUISVILLE, KY

BACHMAN AUTO GROUP
 LOUISVILLE, KY

THE POGUE GROUP
 POWDERLY, KY

TOWN & COUNTRY FORD
 EVANSVILLE, IN

DON MOORE GENERAL
 MOTORS
 OWENSBORO, KY

Total bid price for One (1) New 2017 4WD Model Crew Cab 4 Door Pickup Truck per specifications (delivered to Henderson, KY)	\$24,634.00	\$25,974.00	\$27,923.00	\$29,357.00	\$29,647.00	\$30,323.13	\$30,820.00	\$30,974.00
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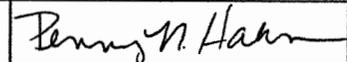
*does not meet specs

*does not meet specs

Other Bidders Contacted:

Moore Ford-Mercury; Expressway Auto World; Audubon Chrysler Center; Dempewolf Ford Lincoln-Mercury; Henderson Chevrolet-Oldsmobile; Paul Miller Ford; Wildcat Ford; Jones Auto Group; Ruxer Auto; Uebelhor & Sons; Bob Hook Chevrolet; Bachman Auto Group; Steve Jones Chrysler Jeep Dodge; Kenny Kent Toyota; Romain Auto Group; Expressway Dodge Jeep Chrysler Ram; Hudson Toyota

Bids Opened & Recorded By:


 Penny Hahn
 Leigh Anne Herron

Bids Reviewed By:

Brian Williams
 Brenda Wethington

CITY OF HENDERSON, KENTUCKY
 BID TABULATION SHEET

BID REFERENCE NO.: 16-29
 DATE BID OPENED: 10/14/16
 APPROVAL DATE: _____
 ACCEPTANCE FORM SENT: _____

WATERMARK FORD
 MADISONVILLE, KY

D-PATRICK INC
 EVANSVILLE, KY

Total bid price for One (1) New 2017 4WD
 Model Crew Cab 4 Door Pickup Truck per
 specifications (delivered to Henderson, KY)

\$34,593.00

\$37,042.00

Other Bidders Contacted:

Bids Opened & Recorded By:

Bids Reviewed By:

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-29

SPECIAL CONDITIONS

The City of Henderson is soliciting sealed bids for One (1) New 2017 4 Wheel Drive Model Crew Cab 4 Door Pickup Truck.

Each bidder shall furnish specifications, length of warranty, list of all features and/or optional equipment and delivery time required after receipt of order.

All bid prices shall include delivery to the City of Henderson, Central Garage, 1131 Fifth Street, Henderson, Kentucky.

Bids shall remain valid for a period of **thirty (30)** days after bid opening.

Bid procedure questions may be directed to Penny Hahn, Assistant Finance Director, at 270-831-4920.

- End of Section -

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-29

TECHNICAL SPECIFICATIONS

One (1) New 2017 4 Wheel Drive Model Crew Cab 4 Door Pickup Truck

The following options shall be included in the bid price:

- One (1) New 2017 Model Crew cab (4 door) pickup
- 4 WD (four wheel drive)
- V6 or V8 engine
- automatic 6 speed transmission
- ABS brakes
- Cruise Control
- 40/20/40 split bench front seat with lumbar support
- A/C
- AM/FM stereo with USB connection
- Auxiliary audio input & USB with external media control
- Heated mirrors
- Power windows
- Power lock doors
- Max Trailer towing package with receiver trailer hitch
- Trailer brake controller
- Spray-In bed liner
- Carpet with full coverage rubberized floor mats
- 5.5 min on bed length
- Backup camera
- Color: white
- Black wall tires

- End of Section -

The City of Henderson

P.O. Box 716
Henderson, Kentucky 42419-0716

Finance Department

Phone: 270-831-1200

FAX: 270-831-1246

E-mail: Finance@cityofhendersonky.org

October 4, 2016

TO: All Prospective Bidders

FROM: Penny Hahn, Assistant Finance Director

SUBJECT: Bid Reference #16-29; One (1) New 2017 4 Wheel Drive Model Crew Cab 4 Door Pickup Truck

Addendum #1

Clarification:

One (1) New 2017 **Full Size** 4 Wheel Drive Model Crew Cab 4 Door Pickup Truck

Technical Specifications should have included the following:

- Wheelbase should be a minimal of 140" and the minimal width of 79"

Please note your receipt of this addendum by including a copy of it with your bid or noting receipt of Addendum #1 on the "Bid Pricing Sheet".

MUNICIPAL ORDER _____

MUNICIPAL ORDER AWARDING BID FOR ONE (1)
NEW 2017 4WD MODEL CREW CAB 4-DOOR PICKUP
TRUCK TO JOHN JONES AUTO GROUP, CORYDON, IN

WHEREAS, the City of Henderson has issued invitations to bid for one (1) new 2017 4WD crew cab 4-door pickup truck for the Public Works Department; and

WHEREAS, bids were submitted to the City pursuant to said invitations, and were publicly opened on October 14, 2016, with John Jones Auto Group, Corydon, IN, 47112 submitting the best bid per specifications, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to John Jones Auto Group, 1735 Gardner Lane, Corydon, IN 47112, for the purchase of one (1) 4WD model crew cab 4-door pickup truck for the Public Works Department in the amount of \$27,923.00, in strict accordance with its bid as submitted pursuant to Bid Reference 16-29.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Johnston: _____	Commissioner Mills: _____
Commissioner Hite: _____	Mayor Austin: _____
Commissioner Royster: _____	

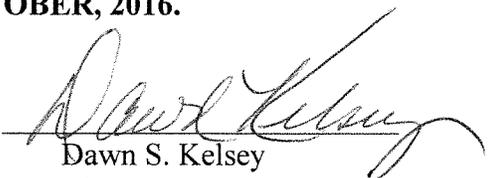
INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING and Mayor Austin, affixed his signature and the date thereto and ordered that the same be recorded.

ATTEST:

Steve Austin, Mayor
Date: _____

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 19 DAY OF
OCTOBER, 2016.**

By: 
Dawn S. Kelsey
City Attorney

UPCOMING
BOARD APPOINTMENTS

<u>BOARD</u>	<u>EXPIRATION DATE</u>	<u>TERM</u>
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BOARD OF APPEALS (Housing & Building)

	<u>Current Term Expires</u>	<u>Term</u>
Gray Hodge	06/22/2016	4-Year