

The Franklin, KY City Commission convened in **regular session** at 12:00 pm, **Monday, June 23, 2014** in the City Hall meeting room, 117 W. Cedar Street, Franklin, Kentucky. Member attendance as follows:

Mayor Ronnie Clark	Present and in the chair presiding
Commissioner Mason Barnes	Present
Commissioner Larry Dixon	Present
Commissioner Jamie Powell	Present
Commissioner Wendell Stewart	Present

Others present included Administrative Deputy Clerk, Kathy Stradtner; City Attorney, Scott Crabtree, Interim Chief of Police, Horace Johnson; Police Captain, Roger Solomon; Finance Director, Shaunna Cornwell; Personnel Director, Rita Vaughn; FiberNet Services Manager, Tammie Carey; Franklin Simpson Human Rights Commission Representative, Donzella Lee, Franklin Favorite media representative, Keith Pyles; and several members of the public.

**Mayor Ronnie Clark**, called the meeting to order at 12:00 PM, and City Manager Kenton Powell offered an opening prayer.

#### **APPROVAL OF MINUTES**

**Motion by Commissioner Barnes and second by Commissioner Stewart to approve, with corrections, the minutes for the June 9, 2014 regular meeting of the Franklin City Commission. Ayes: All. Motion carried unanimously.**

#### **RECOGNITION**

- **Jill Broderson, 210 S College Street Regarding Historic District**

Mrs. Broderson addressed the Commission with her concern in maintaining the historic charm and appeal that Franklin currently has and her desire to see the City Commission address methods to preserve the character and history of our communities. Her presentation contained some of the following points: Over the last few years several homes and buildings have been torn down, and while in some cases destruction was necessary for neighborhood progress, Mrs. Broderson and others are concerned that if we continue at the current rate of destruction, within a few years the look and charm of our community will change drastically. The beauty and aesthetics of our community is a draw to current and new citizens and tourists; including the ability to safely walk and bike to many destinations in our communities. As a concerned citizen, Mrs. Broderson is asking the Commission to consider implementing Historic District guidelines. Mrs. Broderson cited examples of other communities in Kentucky who have implemented such guidelines and the positive impact on those communities. Currently three neighborhoods in Franklin, Harristown community, West Cedar Street community and the Downtown commercial area, are designated Historic Districts, but without local legislation in place (historic preservation ordinance) that sets guidelines for demolition, new construction, exterior alterations or the relocation of existing structures, the historic designation loses its value and fails to protect our beautiful structures. The legislation would not be in place to try to tell property owners the colors to use on their homes or the specific materials to be used, but instead set guidelines and offer advice when requested. The areas being suggested for addition to the current Downtown Historic / Commercial Districts are North and South College Street from Walker Avenue to the Middle School; North and South Main from the Y at College Street to the entrance to Rolling Road Drive, and College Street from the Middle School to the Y. Also speaking on this subject were Kim Buck, 505 W Cedar Street, and Nancy Thomas, an employee at Simpson County Archives, who were both in favor of the City putting such guidelines in place.

The Mayor thanked the ladies for coming in and voicing their concerns and the City Commission would take the matter under advisement.

**REGULAR BUSINESS**

**COMMUNITY SERVICES**

• **Discussion and Possible Action — Appointment to F-S Human Rights Board**

F-s Human Rights Commission has recommended two appointments to their board: Sylvia Pulliam and Carlice Mockabee. If the Commission approves the recommended appointments, the number of required City appointments will be complete. **Motion made by Commissioner Dixon and second by Commissioner Powell to approve the recommended appointments of Sylvia Pulliam and Carlice Mockabee to serve on the F-S Human Rights Commission Board. Ayes: All. Motion carried unanimously.**

**F-S HUMAN RIGHTS COMMISSION**

(normal term-unlimited (13 total members, 7 appointed by City)

Wanda Tuck  
Douglas Holder  
Donzella Lee  
Terry Johnson  
Jewel Holder  
Sylvia Pulliam  
Carlice Mockabee

• **Discussion and Possible Action — BRADD Community Aging Services**

The City has received a request from Barren River Area Development District Community Aging Services to participate with a \$2,000 donation for FY 2014-2015. This amount is included in the City's FY 14-15 Budget, and are requesting the Mayor be authorized to sign the agreement. **Motion by Commissioner Stewart and second by Commissioner Powell to authorize the Mayor sign the Barren River Area Development District Community Aging Services Donation Agreement as received for a \$2,000 donation for FY 2014-2015. Ayes: All. Motion carried unanimously.**

**GENERAL GOVERNMENT**

• **Discussion and Possible Action — FY 2014-2015 Municipal Aid Cooperative Agreement**

The Kentucky Department for Local Government administers the Municipal Road Aid Cooperative program whereby government entities are allocated funds based on their population as determined by the most recent census with use of the funds restricted to construction, reconstruction and maintenance of streets within their jurisdiction and installations affecting those streets. By participating in the Cooperative Agreement, the City pays into and is then entitled to apply for, should the need arise, emergency road aid funds. Entities not participating in the Cooperative Agreement are not eligible to request these emergency funds. If choosing to participate, a resolution is required. **Motion by Commissioner Powell and second by Commissioner Barnes to adopt Resolution B-2014, and participate in the State of Kentucky Municipal Aid Co-op Program for Fiscal Year 2014-2015 and authorize the Mayor to sign any documents necessary per this motion. Ayes: All. Motion carried unanimously.**

*RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF A MUNICIPAL AID CO-OP PROGRAM CONTRACT BETWEEN THE INCORPORATED CITY AND THE COMMONWEALTH OF KENTUCKY, TRANSPORTATION CABINET, DEPARTMENT OF RURAL AND MUNICIPAL AID FOR THE FISCAL YEAR BEGINNING JULY 1, 2014, AS PROVIDED IN THE KENTUCKY REVISED STATUTES AND ACCEPTING ALL STREETS REFERRED TO THEREIN AS BEING STREETS WHICH ARE A PART OF THE INCORPORATED CITY.*

*BE IT RESOLVED by the Legislative Body of the Incorporated City that:*

*The Legislative Body of the Incorporated City does hereby accept all streets referred to in said Contract as being city streets which are a part of the Incorporated City; and The Legislative Body of the Incorporated City does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in said Contract and does hereby accept said Contract and by such acceptance agrees to all the terms and conditions therein stated; and The Chief Executive Officer of the said Incorporated City is hereby authorized and directed to sign said Contract as set forth on behalf of the Legislative Body of FRANKLIN, and the City Clerk of FRANKLIN is hereby authorized and directed to certify thereto.*

- **Discussion and Possible Action – Update Signers for City Bank Accounts**

Since the last day City Manager Powell will be with the City is July 9, he is requesting the signers for the various City bank accounts be updated to reflect his leaving. **Motion by Commissioner Powell and second by Commissioner Dixon to authorize the following individuals be authorized signers on all City bank accounts except the City of Franklin Drug Forfeiture Accounts: Finance Director Shaunna Cornwell, Mayor Ronnie Clark, and Fiber Services Manager Tammie Carey and remove any other individuals, including City Manager Kenton Powell, and further authorize Shaunna Cornwell, Tammie Carey and Interim Police Chief Horace Johnson be authorized signers on the City of Franklin Drug Forfeiture Accounts at Citizen Bank. Ayes: All. Motion carried unanimously.**

### **PUBLIC SERVICES**

- **Discussion and Possible Action – Police Policies and Procedures: Prisoner Transportation, Death Notification, Juveniles, Domestic Violence, Pursuits, Blood Borne Pathogens/Biohazard Disposal, Kentucky 100 Containment Procedures**

Interim Police Chief Horace Johnson reviewed the changes and additions being requested to the Police Policies and Procedures manual. Many of the changes Chief Johnson is recommending are common sense techniques that are may currently be utilized and need to be put in writing. The updates are also being done to comply with and facilitate the Police Department being certified; a process that has been ongoing for some time. The Commissioners were given the opportunity to ask questions about the documents. **Motion made by Commissioner Powell and second by Commissioner Dixon to approve as written the Franklin Police Department Policies and Procedures, namely Chapter 7 Pursuits; Chapter 12 Prisoner Transportation; Chapter 14 Death Notification; Chapter 16 Juveniles; Chapter 18 Domestic Violence; and Chapter 21 Blood Borne Pathogens & Biohazard Disposal. Ayes: All. Motion carried unanimously.**

Interim Police Chief Johnson has reviewed the agreement currently in place with Simpson County, Logan County, Allen County, City of Russellville, and City of Scottsville forming the Kentucky 100 Containment Team and suggests the termination of the agreement; the same intention of the agreement is accomplished through the existing mutual aid agreements with the same entities, and a large amount of money is being spent in the training and deployment of what is basically a SWAT type team. Chief Johnson shared that current law enforcement has moved away from the “containment” concept to a “rapid deployment” concept since Columbine. Following full discussion, **motion made by Commissioner Powell and second by Commissioner Stewart to terminate the agreement creating the Kentucky 100 Police Containment Team and authorize Interim Chief Johnson to send a letter of notice to all parties involved. Ayes: All. Motion carried unanimously.**

**PUBLIC SAFETY**

**UTILITIES**

- **Discussion and/or Possible Action — Service Agreement Request for USTI Utility Billing Modification**

USTI, the software company the City contracts with for the Finance and Accounting software, implemented an update to their programming that is not compatible with a programming customization the City had previously paid for and that is REQUIRED in order for our hand held meter readings to load into our Utility Billing program. Without this added programming modification we cannot upload our readings in order to bill our customers. USTI is requiring that we pay \$200 in order for them to make the necessary programming changes to our existing customization. Following full discussion, motion made by Commissioner Dixon and second by Commissioner Powell to authorize the Service Agreement with USTI to modify the City's Utility Billing program customization at a fee of \$200 in order to be compatible with our Hand Head Meter Readers, and approve the Mayor to sign any and all documents relating to this agreement. Ayes: All. Motion carried unanimously.

**ORDINANCES**

- **Second Reading — Ordinance No. 221.10-06-2014 Regarding Procedures for Participation in Kentucky Business Incentive (KBI)**

Deputy Clerk Kathy Stradtner gave second summary reading to Ordinance # 221.10-06-2014 relating to the Kentucky Business Investment Program Established Pursuant to KRS 154.32-010 ET.SEQ and establishing local guidelines for participants. Upon hearing this second reading, motion by Commissioner Stewart and second by Commissioner Barnes to adopt Ordinance 221.10-06-2014. Roll Call Vote: Mayor Ronnie Clark, Yes; Commissioner Mason Barnes, Yes; Commissioner Larry Dixon, Yes; Commissioner Jamie Powell, Yes, Commissioner Wendell Stewart, Yes. Motion carried and ordinance adopted unanimously.

- **Second Reading — Ordinance No. 610.7-06-2014 Establishing Water Metering of Fire Sprinkler Systems**

Deputy Clerk Kathy Stradtner gave second summary reading to Ordinance # 610.7-06-2014 establishing metering of fire sprinkler systems with the Franklin Municipal Water System. Upon hearing this second reading, motion by Commissioner Barnes and second by Commissioner Dixon to adopt Ordinance 610.7-06-2014. Roll Call Vote: Mayor Ronnie Clark, Yes; Commissioner Mason Barnes, Yes; Commissioner Larry Dixon, Yes; Commissioner Jamie Powell, Yes, Commissioner Wendell Stewart, Yes. Motion carried and ordinance adopted unanimously.

- **Second Reading — Ordinance No. 440-11-06-2014 Establishing a Permit System and Contracts for Parades and Special Events**

Deputy Clerk Kathy Stradtner gave second summary reading to Ordinance # 440-11-06-2014 establishing a permit system and/or contracts for parades and special events. Upon hearing this second reading, motion by Commissioner Powell and second by Commissioner Stewart to adopt Ordinance 440.11-06-2014. Roll Call Vote: Mayor Ronnie Clark, Yes; Commissioner Mason Barnes, Yes; Commissioner Larry Dixon, Yes; Commissioner Jamie Powell, Yes, Commissioner Wendell Stewart, Yes. Motion carried and ordinance adopted unanimously.

- **Second Reading — Ordinance No. A 2014-2015 Adopting the City of Franklin Budget Beginning July 1, 2014 and Ending June 30, 2015**

Deputy Clerk Kathy Stradtner gave second summary reading to Ordinance # A 2014-2015 adopting the annual budget for fiscal year beginning July 1, 2014 and ending June 30, 2015. Upon hearing this second reading, motion by Commissioner Dixon and second by Commissioner Powell to adopt Ordinance A 2014-2015. Roll Call Vote: Mayor Ronnie Clark, Yes; Commissioner Mason Barnes, Yes; Commissioner Larry Dixon, Yes; Commissioner Jamie Powell, Yes, Commissioner Wendell Stewart, Yes. Motion carried and ordinance adopted unanimously.

### EXECUTIVE SESSION

At 1:10 PM, motion by Commissioner Barnes and second by Commissioner Stewart to enter executive session for the purpose of discussion of proposed or pending litigation {KRS 61.810(c)}, and discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee or member {KRS 61.810 (f)}. Ayes: All. Motion carried unanimously. Entering executive session were the Mayor and four Commissioners, City Manager, and City Attorney.

At 1:48 PM the members exited the executive session, and motion by Commissioner Dixon and second by Commissioner Barnes to return to open session. Ayes: All. Motion carried unanimously.

Motion made by Mayor Clark and second by Commissioner Powell to reluctantly accept the resignation of City Clerk Mandy Cassady effective July 11, 2014. Ayes: All. Motion carried. Ms. Cassady is engaged to be married and is pursuing other opportunities; the Mayor and Commissioners wish her the best of luck.

Motion made by Commissioner Powell and second by Commissioner Dixon to approve the addition of Tax Collector/Accountant to the City personnel policies, and approve the job description. Ayes: All. Motion carried unanimously.

#### *City of Franklin - Tax Collector/Accountant - Essential Duties and Responsibilities*

##### PURPOSE

*The Tax Collector/Accountant is responsible for many areas relating to tax collections and financial reporting. Under immediate supervision of the Finance Director, this position oversees collection and recording of licenses, taxes, fees, and other receipts. This position will also require service as the City's Alcohol Beverage Control Administrator. The Tax Collector/Accountant also be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Tax Collector/Accountant will maintain contact with the City's Finance Director, City Manager, and the City Attorney which requires strong interpersonal communication skills both written and verbal.*

##### RESPONSIBILITIES & DUTIES -- Tax Collector

- *Collects personal property, delinquent, secured and supplemental taxes. Also administers and collects occupational taxes, gross receipts fees, business license fees, insurance premium fees, alcohol beverage control fees, etc.*
- *Serves as the City's Alcohol Beverage Control Administrator, pursuant to Kentucky Revised Statutes.*
- *Collects and processes tax payments and posts collections to appropriate tax rolls and records.*
- *Works with local business owners to establish new business accounts, authorize annual business licenses, explain and set up quarterly and annual tax filings, etc.*
- *May explain tax statements and penalties to the public.*
- *File liens as directed by the City Clerk and release city liens when taxes are paid.*
- *Compose correspondence pertaining to delinquency taxes.*
- *Computes delinquent charges and costs monthly and annually.*
- *Maintains records of outstanding delinquent tax balances.*
- *Create monthly reports of unsecured personal property redemptions and maintains records.*

- Posts figures to a variety of tax records and maintains records and files.
- Researches and coordinates with the City Attorney to file claims on bankruptcy cases

**RESPONSIBILITIES & DUTIES – Accountant**

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and yearend financial close and ledger balancing.
- Ensure the timely reporting of all monthly financial information.
- Ensure the monthly Bank Reconciliation activities are performed in a timely and accurate manner.
- Supports the Finance Director with budget and forecasting activities.
- Collaborates with the other finance department members to support overall department goals and objectives.
- Assists the Finance Director in advising staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the Director of Finance, City Manager, and Department Administrators regarding financial results, special reporting requests and the like.
- Work with the Finance Director to ensure a clean and timely year end audit.
- Assist the Finance Director in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Support Finance Director with special projects and workflow process improvements.

**MINIMUM REQUIREMENTS**

**Education**

- Bachelor's Degree in Accounting, Finance or related field; CPA preferred
- **Technical Skills and Prior Experience**
- Three to five year's governmental or municipal experience in the financial reporting/general ledger area. Experience working in a municipal government or tax collection is preferred.
- Must be PC proficient and able to thrive in a fast -pace setting. Must have strong experience with Microsoft Excel, Access and Word.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required. Must have the ability to deal tactfully and courteously with the public.
- Ability to multi-task, work under pressure and meet deadlines required.
- Maintain confidential information in accordance with legal standards and/or City regulations
- Learn/Interpret and apply State and local laws and regulations pertaining to tax collections and tax recordkeeping procedures.

*The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the Finance Director.*

**Motion by Commissioner Stewart and second by Commissioner Powell to accept the proposal of Human Resources Consulting to assist with the process of hiring a City Manager at the initial price of \$1,500 and addition price of \$300 per finalist applicant for background checks and personality profiles and, if any additional unforeseen cost are necessary those addition costs shall be subject to approval by the City Commission. Ayes: All. Motion carried.**

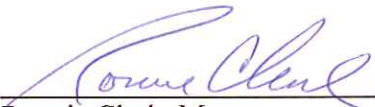
**CITY ATTORNEY REPORTS**

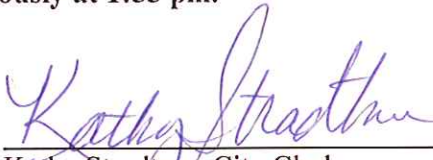
**CITY MANAGER REPORTS**

**OTHER COMMISSION BUSINESS**

**ADJOURNMENT**

**Motion by Commissioner Powell and second by Commissioner Stewart to adjourn the City Commission meeting. Ayes: All. Motion carried unanimously at 1:55 pm.**

  
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Ronnie Clark, Mayor

  
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Kathy Stradtner, City Clerk