

**City Council Members**

Chuck Bradley  
Millie Butcher Conway  
Polly Singer Eardley  
David Lusby



**City Council Members**

Mark Showalter  
Karen Tingle-Sames  
Connie Tackett  
Marvin Thompson

**TOM PRATHER, MAYOR**

**Georgetown City Council Meeting**

**March 28, 2016**

**6:00 pm**

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Receipt of Check Register**
- 5. Public Comments**
- 6. Mayors Comments**
- 7. GMWSS**
  - a) Approval of a Purchase Order to Kentucky Engineering Group in the Low Bid Amount Of \$24,550.00**
  - b) Approval of a Purchase Order to Lovo, Inc. In The Amount Of \$19,990.00**
  - c) Approval of the Low Bid Amount of \$87,922.50 from L&L Excavation & Site Prep, Inc.**
  - d) Approval of the Low Bid Amount of \$383,385.00 from Clay Pipeline, Inc.**
  - e) Approval of Quote from Kentucky Engineering Group for Professional Services**
- 8. Finance-Municipal Order to Approve the Selection of an Auditor**
- 9. City Attorney- Municipal Order Approving a Contract with Civics Plus**
- 10. Human Resources- Second Reading of Amendment to Personnel Ordinance -Sponsor Polly Singer Eardley**
- 11. Council Comments**
- 12. Adjourn**

Georgetown City Council Meeting  
March 14, 2016  
6:00 pm

The meeting of the Georgetown City Council was called to order by Tom Prather.

All members being present, Councilmember Bradley led the pledge after a moment of silence.

**1. Minutes**

A motion was made by Councilmember Thompson and seconded by Councilmember Conway to approve the minutes from the City Council meeting February 22, 2016. **The motion was unanimously approved.**

**2. Acknowledgement Receipt of Check Register**

Mayor Prather requested that council acknowledge receipt of the check register. Council members all acknowledged such receipt.

**3. Mayors Comments**

Sherri Nicholas, interim director, of Parks and Recreation asked council for approval to accept a donation from the youth softball league to repair a drainage problem at Marshall Field. A motion for approval was made by Councilmember Thompson and seconded by Councilmember Singer Eardley. **The motion was unanimously approved.**

**4. City Attorney**

a) Municipal Order approving utility easement for Kentucky Wired project. A motion for approval was made by Councilmember Singer-Eardley and seconded by Councilmember Conway. **The motion was unanimously approved.**

b) Resolution approving an interlocal agreement for the demolition of the building on Oregon Street and the construction of a new facility for Building and Electrical inspection. A motion for approval was made by Councilmember Tackett and seconded by Councilmember Singer Eardley. **The motion was unanimously approved.**

**5. Finance**

a) Municipal Order approving sanitation budget transfer. A motion for approval was made by Councilmember Tackett and seconded by Councilmember Conway. **The motion was unanimously approved.**

b) Municipal Order approving the purchase of a tractor for the cemetery. A motion for approval was made by Councilmember Lusby and seconded by Councilmember Singer Eardley. **The motion was unanimously approved.**

c) Municipal Order approving the purchase of a utility vehicle for the cemetery. A motion for approval was made by Councilmember Thompson and seconded by Councilmember Tingle-Sames. **The motion was unanimously approved.**

**6. Fire**

Municipal Order approving purchase of SCBA. A motion for approval was made by Councilmember Tingle-Sames and seconded by Councilmember Tackett. **The motion was unanimously approved.**

**7. Human Resources**

First reading of amendment to personnel ordinance sponsored by Polly Singer.

**There being no further business Mayor Prather adjourned the meeting.**

APPROVED

\_\_\_\_\_  
Tom Prather, Mayor

ATTESTED BY:

\_\_\_\_\_  
Tracie Hoffman, City Clerk-Treasurer

# Georgetown, City of

## Check Report by Check Number

Banks: All

Payment Method: Checks, ACH, EFT

Vendors: 52NDREGI to ZUMWALTB

Checks: All

Check Dates: 3/15/2016 to 3/31/2016

As Of Check Cashed Date: 1/1/1900 to 3/31/2016

Include Voids: Yes

Check Status: Cashed And Outstanding

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
<b>Bank: 1R - WHITAKER BANK</b>								
0000095639	03/16/2016	BGENERGY	BG ENERGY COOPERATIVE	Check	Outstanding		\$0.00	\$995.92
0000095640	03/16/2016	BGBUSINE	BLUEGRASS BUSINESS HEALTH	Check	Outstanding		\$0.00	\$445.50
0000095641	03/16/2016	CAREHERE	CARE HERE LLC	Check	Outstanding		\$0.00	\$721.33
0000095642	03/16/2016	CENKYVET	CENTRAL KY VETERINARY	Check	Outstanding		\$0.00	\$273.64
0000095643	03/16/2016	CENKYLAN	CENTRAL KY.LANDFILL	Check	Outstanding		\$0.00	\$7,145.53
0000095644	03/16/2016	CHARDSNY	CHARD SNYDER	Check	Outstanding		\$0.00	\$471.70
0000095645	03/16/2016	CORVUS	CORVUS JANITORIAL SYSTEMS	Check	Outstanding		\$0.00	\$1,270.00
0000095646	03/16/2016	DETROITS	DETROIT SALT CO	Check	Outstanding		\$0.00	\$29,606.39
0000095647	03/16/2016	FIRSTRES	FIRST RESPONSE OF THE	Check	Outstanding		\$0.00	\$98.00
0000095648	03/16/2016	FLEETPRI	FLEETPRIDE INC.	Check	Outstanding		\$0.00	\$226.57
0000095649	03/16/2016	GALLS	GALLS, LLC	Check	Outstanding		\$0.00	\$75.25
0000095650	03/16/2016	GUARDIAN	GUARDIAN	Check	Outstanding		\$0.00	\$3,688.62
0000095651	03/16/2016	HARTSDRY	HARTS DRY CLEANING	Check	Outstanding		\$0.00	\$173.76
0000095652	03/16/2016	HURSTOFF	HURST OFFICE SUPP. LLC	Check	Outstanding		\$0.00	\$904.91
0000095653	03/16/2016	KAFFENBA	KAFFENBARGER TRUCK EQ CO	Check	Outstanding		\$0.00	\$54.88
0000095654	03/16/2016	KEYOILCO	KEY OIL CO.	Check	Outstanding		\$0.00	\$1,528.00
0000095655	03/16/2016	KNIGHTHO	KNIGHTHORST SHREDDING LLC	Check	Outstanding		\$0.00	\$71.75
0000095656	03/16/2016	KYDEFLOA	KY EMPLOYEES DEFF COMP	Check	Outstanding		\$0.00	\$4,637.71
0000095657	03/16/2016	KYUTILIT	KY UTILITIES COMPANY	Check	Outstanding		\$0.00	\$28.24
0000095658	03/16/2016	LOUSGLOV	LOU'S GLOVES	Check	Outstanding		\$0.00	\$336.00
0000095659	03/16/2016	MUNEQUIP	MUNICIPAL EQUIPMENT, INC	Check	Outstanding		\$0.00	\$5,052.00
0000095660	03/16/2016	NAPAAUTO	NAPA AUTO PARTS	Check	Outstanding		\$0.00	\$303.62
0000095661	03/16/2016	SCFISCAL	SCOTT COUNTY FISCAL COURT	Check	Outstanding		\$0.00	\$32,680.31
0000095662	03/16/2016	SOUSTATE	SOUTHERN STATES CO-OP	Check	Outstanding		\$0.00	\$9,633.95
0000095663	03/16/2016	SOSTATES	SOUTHERN STATES COOP.	Check	Outstanding		\$0.00	\$3,179.78
0000095664	03/16/2016	TACKETTS	TACKETT'S AUTO CLINIC	Check	Outstanding		\$0.00	\$655.00
0000095665	03/16/2016	POWERTRA	THE POWER TRAIN COMPANIES	Check	Outstanding		\$0.00	\$105.55
0000095666	03/16/2016	TOSHIBAB	TOSHIBA BUSINESS SOLUTION	Check	Outstanding		\$0.00	\$609.65
0000095667	03/16/2016	TOSHIBAF	TOSHIBA FINANCIALSERVICE	Check	Outstanding		\$0.00	\$1,330.90
0000095668	03/16/2016	USBANCOR	US BANCORP EQUIPMENT	Check	Outstanding		\$0.00	\$207.50
0000095669	03/17/2016	EGLEELIZ	EGLESTON, ELIZABETH	Check	Outstanding		\$0.00	\$168.00
0000095670	03/24/2016	INSURANCE CLAIMS	Joe Smith	Check	Outstanding		\$0.00	\$0.01
0000095671	03/24/2016	INSURANCE CLAIMS	Angie DeRuyter	Check	Outstanding		\$0.00	\$590.40

**Check Report by Check Number**  
**As Of Check Cashed Date: 1/1/1900 to 3/31/2016**

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000095672	03/24/2016	INSURANCE CLAIMS	Benny Coleman	Check	Outstanding		\$0.00	\$200.33
0000095673	03/24/2016	911FLEET	911 FLEET AND FIRE EQUIP	Check	Outstanding		\$0.00	\$170.85
0000095674	03/24/2016	BGAREADE	BLUEGRASS AREA DEV. DIST.	Check	Outstanding		\$0.00	\$5,866.00
0000095675	03/24/2016	BGUNIFOR	BLUEGRASS UNIFORMS INC.	Check	Outstanding		\$0.00	\$53.55
0000095676	03/24/2016	CAREHERE	CARE HERE LLC	Check	Outstanding		\$0.00	\$4,676.39
0000095677	03/24/2016	CENKYLAN	CENTRAL KY.LANDFILL	Check	Outstanding		\$0.00	\$10,376.98
0000095678	03/24/2016	CLARKTIR	CLARKS TIRE & AUTO SERVIC	Check	Outstanding		\$0.00	\$100.00
0000095679	03/24/2016	DELAPLAI	DELAPLAIN DISPOSAL CO.	Check	Outstanding		\$0.00	\$46.55
0000095680	03/24/2016	DELTADEN	DELTA DENTAL OF KENTUCKY	Check	Outstanding		\$0.00	\$20,830.76
0000095681	03/24/2016	FIREHOUSE	FIREHOUSE INNOVATIONS, CORP	Check	Outstanding		\$0.00	\$6,832.16
0000095682	03/24/2016	FLEETPRI	FLEETPRIDE INC.	Check	Outstanding		\$0.00	\$90.18
0000095683	03/24/2016	GTCHAMBE	GEO. CHAMBER OF COMMERCE	Check	Outstanding		\$0.00	\$345.00
0000095684	03/24/2016	GTTIRE	Georgetown Tire	Check	Outstanding		\$0.00	\$859.14
0000095685	03/24/2016	GTSCTOUR	GEORGETOWN/SCOTT COUNTY	Check	Outstanding		\$0.00	\$20,000.00
0000095686	03/24/2016	GRAINGER	GRAINGER	Check	Outstanding		\$0.00	\$210.00
0000095687	03/24/2016	HAMILRYK	HAMILTON RYKER	Check	Outstanding		\$0.00	\$3,471.16
0000095688	03/24/2016	HURSTOFF	HURST OFFICE SUPP. LLC	Check	Outstanding		\$0.00	\$397.67
0000095689	03/24/2016	INTEGRATED	INTEGRATED ENGINEERING, PLLC	Check	Outstanding		\$0.00	\$1,000.00
0000095690	03/24/2016	KYTWIST	KY TWIST CREATIONS & SERVICES, LLC	Check	Outstanding		\$0.00	\$954.00
0000095691	03/24/2016	KYFREIGH	KY. FREIGHTLINER TRUCKS	Check	Outstanding		\$0.00	\$109.81
0000095692	03/24/2016	LEXCOFFE	LEXINGTON COFFEE & TEA CO	Check	Outstanding		\$0.00	\$46.50
0000095693	03/24/2016	LMS	LMS ASPHALT	Check	Outstanding		\$0.00	\$670.22
0000095694	03/24/2016	MOSESS	MOSESS INC.	Check	Outstanding		\$0.00	\$39.66
0000095695	03/24/2016	MUNEQUIP	MUNICIPAL EQUIPMENT, INC	Check	Outstanding		\$0.00	\$852.49
0000095696	03/24/2016	NAPAAUTO	NAPA AUTO PARTS	Check	Outstanding		\$0.00	\$16.58
0000095697	03/24/2016	MULBERRR	ROBERT MULBERRY	Check	Outstanding		\$0.00	\$50.00
0000095698	03/24/2016	SAFTICOI	SAF-TI-CO, INC.	Check	Outstanding		\$0.00	\$176.89
0000095699	03/24/2016	SCOTTGRO	SCOTT-GROSS CO.INC.	Check	Outstanding		\$0.00	\$42.85
0000095700	03/24/2016	SOUSTATE	SOUTHERN STATES CO-OP	Check	Outstanding		\$0.00	\$1,803.84
0000095701	03/24/2016	STRANDAS	STRAND ASSOCIATES	Check	Outstanding		\$0.00	\$7,130.10
0000095702	03/24/2016	STRINGFE	STRINGFELLOW, INC	Check	Outstanding		\$0.00	\$177.29
0000095703	03/24/2016	UPS	UPS	Check	Outstanding		\$0.00	\$123.99
0000095704	03/24/2016	WESTGROU	THOMSON REUTERS WEST	Check	Outstanding		\$0.00	\$236.00
0000095705	03/24/2016	TIMEWARN	TIME WARNER CABLE	Check	Outstanding		\$0.00	\$6,777.09
0000095706	03/24/2016	TRACTORS	TRACTOR SUPPLY COMPANY	Check	Outstanding		\$0.00	\$229.99
0000095707	03/24/2016	TWOBROS	TWO BROTHERS	Check	Outstanding		\$0.00	\$1,159.00
0000095708	03/24/2016	UNIVKENT	UNIVERSITY OF KENTUCKY	Check	Outstanding		\$0.00	\$255.00
0000095709	03/24/2016	VISA	VISA	Check	Outstanding		\$0.00	\$1,790.00
<b>1R - WHITAKER BANK Total:</b>							<b>\$0.00</b>	<b>\$205,438.39</b>
<b>Grand Total:</b>							<b>\$0.00</b>	<b>\$205,438.39</b>



City of Georgetown Special Events Application

Name/Title of Event: Bluegrass Cycling Club – Horsey Hundred

Purpose of Organization/Group: Nonprofit cycling club operating in the Bluegrass region of Kentucky

Contact Person: Pam Thomas Title: Event Director Phone: (859) 312-6395

Address: 413 Mill Road City/ST/Zip: Midway, Kentucky 40347 Cell Phone: (859) 312-6395

Email Address: pamjoyky@gmail.com Website: bgcycling.net

Proposed location/route: The event is hosted by Georgetown College and most activities will be located on the campus, however cyclists will be traveling through town in multiple directions both Saturday May 28 and Sunday May 29.

Will street(s) need to be closed? No Indicate the requested street(s) and time: Streets will not be closed, but we will have law enforcement assistance in directing traffic during our busy start times on Saturday and Sunday mornings. We are coordinating directly with the police department for these services.

Proposed date(s): May 27-29 2016 Rain date(s):

Proposed hours: Set up beginning Thursday May 26 at 8:00 am AM/PM Dismantle by: Sunday, May 29 4:00 pm

Operating from \_\_\_\_ AM/PM TO \_\_\_\_ AM/PM

Estimated spectator attendance: NA Est. number of participants: 2,500

Number of vehicles/booths/units: NA Number of animal units: NA

Does the Organization/Group intend to serve alcohol at the event? No If yes, please contact the City Alcoholic Beverage Administrator for additional instructions.

Will there be any structures erected at the event? (tents, stages, bleachers, other): No

Please circle other services needed: Fire/EMS Traffic Control Police/Security/Crowd Control (As noted previously, we are working directly with the police department and Fire/EMS folks for the services we will need)

Electricity (Please Explain):

Other needs:

Application Requirements:

- 1.) Insurance: The applicant shall furnish a certificate of commercial general liability insurance written through a company with an A.M. Best rating of "A" of better with the minimum coverage of \$500,000.00 per occurrence, listing City of Georgetown as an additional insured. Note: Acceptable Insurance Certificates must be submitted at least fifteen days before the date of the event, or the event application is subject to being denied.
2.) Indemnification: The applicant agrees to indemnify, defend and hold harmless the City of Georgetown, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of the agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by City of Georgetown's sole negligence or willful misconduct.
3.) If you are interested in having a parade/run/walk, be sure to attach the route with this application.
4.) The approval process takes approx. 4weeks. This includes sending it to the City Council for approval. If additional costs are required (e.g. due to necessary permits or inspections, you will be required to pay for such services prior to issuance of approval. You will be notified by mail of the approval.

Signature of Applicant (Handwritten: Pamela J Thomas)

Organizational Title (Handwritten: Event Director)

Date (m/d/y) (Handwritten: 2/28/16)

Please sign and return a copy to: City Clerk's Office Attn: Special Events Coordinator 100 Court Street Georgetown, Ky. 40324

**CERTIFICATE OF LIABILITY INSURANCE**

02/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the Certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
 American Specialty Insurance & Risk Services, Inc.  
 7609 W. Jefferson Blvd., Suite 100  
 Fort Wayne, IN 46804

**NAMED INSURED**  
 League of American Wheelmen dba League of American Bicyclists  
 1612 K Street NW, Suite 308  
 Washington, DC 20006

**BLUEGRASS CYCLING CLUB**  
 214 SKYLINE DR  
 GEORGETOWN, KY 40324

<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A:	Greenwich Insurance Company	22322
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

**COVERAGES**

**CERTIFICATE NUMBER:** 1001285924

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	ASG089853501	02/01/2016 12:01 a.m.	02/01/2017 12:01 a.m.	General Aggregate - Per Club	5,000,000
					Products-Completed Operations Aggregate	5,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	1,000,000
					Medical Expense Limit (Any One Person)	Excluded

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Additional Remarks Schedule may be attached if more space is required)**

- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form GXAL 428 Additional Insured - Certificate Holders, but only with respect to HORSEY HUNDRED from May 27, 2016 through May 29, 2016.

**CERTIFICATE HOLDER**

CITY OF GEORGETOWN, KY  
 399 OUTLET CTR DR  
 GEORGETOWN, KY 40324

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

*Drew Smith*



# Georgetown Municipal Water and Sewer Service

Date: March 17, 2016

From: Robert Wilhite, GMWSS General Manager *RW*

To: Mayor Tom Prather & City Council

Re: March 28, 2016 Agenda Items

1. Approval of a purchase order to Kentucky Engineering Group in the low bid amount of \$24,550.00 to provide engineering services for the Etter Lane Water Line Extension Project. This expenditure will come out of the water line upgrade line item in our FY2016 Capital Budget. Our Board approved this item on February 16, 2016.
2. Approval of a purchase order to LoVo, Inc. in the amount of \$19,990.00 to provide professional services in the upgrade of the control systems for the head house facility at Waste Water Treatment Plant #1. LoVo has performed similar upgrades in the past for GMWSS. This expenditure will come out of the plant equipment upgrade line item in our FY2016 budget. Our Board approved this item on March 15, 2016.
3. Approval of the low bid amount of \$87,922.50 from L&L Excavation & Site Prep, Inc. for the Choctaw Trail & Yuma Trail Water Line Improvements. This expenditure will come out of the water line upgrade line item in our FY2016 Budget. Our Board approved this item on March 15, 2016.
4. Approval of the low bid amount of \$383,385.00 from Clay Pipeline, Inc. for the Drake Dam Pump Station & Force Main Replacement. This expenditure will come out of the proceeds of the 2013 Revenue Bonds. Our Board approved this item on March 15, 2016.
5. Approval of quote from Kentucky Engineering Group for professional services for the engineering of the Sodium Hypochlorite Bulk Storage & Feed Building for the GMWSS Water Treatment Plant. The fee quoted of \$95,900.00 is \$31,150 below the Kentucky USDA Rural Development Utility program fee schedule. This project will replace our current bleach generation facility which is no longer supported by the manufacturer and is costly to operate. This expenditure will come out of the MIOX/Bleach System Upgrade line item in our FY2016 Budget. Our Board approved this item on March 15, 2016







Date: 7/30/2015 1 inch = 300 feet

Proposed route of the Etter Lane Water Line Extension



# Order Requisition



**Georgetown Municipal Water and Sewer Service**  
**P.O. Box 640**  
**Georgetown, Kentucky 40324**  
**(502) 863-7816**

Vendor Code: 001423  
 Vendor Name: LoVo, INC.  
 Address: 2501 SANDERSVILLE ROAD UNIT 120  
 City, ST Zip: LEXINGTON, KY 40511

Order Department:  
 - Administration (12)  
 - Customer Accounts (11)  **X**  
 - Water Distribution (33)  
 - WTP (23)  
 - Engineering (43)  
 - Collections (56)  
 - WWTP1/3 (53)  
 - WWTP2 (63)  
 - Split All Departments

Supervisor Approval: WWTP1\_Supervisor Shipping Department: WWTP\_#1

Date: 02/10/2016 Date Required: 02/10/2016 Project: \_\_\_\_\_ Project Number: 531601

Expense Account	Qty.	Please Supply Items Below	Unit Price	Amount
010015015	1	WWTP#1 Headhouse Pump Control System Upgrade	\$19,990.00	\$19,990.00
		This is the next step in working out problems in Headhouse.	\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
		Professional Services	\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
				Sub-Total: \$19,990.00
Freight Expense Account:				Freight: \$0.00
				Total: \$19,990.00

Vendor 1: LoVo Price Quoted: \$19,900.00 Date (MMDD\YYYY) 02/10/2016  
 Vendor 2: \_\_\_\_\_ Price Quoted: \_\_\_\_\_ Date (MMDD\YYYY) \_\_\_\_\_  
 Vendor 3: \_\_\_\_\_ Price Quoted: \_\_\_\_\_ Date (MMDD\YYYY) \_\_\_\_\_

(3/1/2016 2:36:07 PM) General Manager - BWilhite  
 --- Take to Board 3/15/2016

(3/1/2016 2:33:34 PM) Operations Manager - HCaudill  
 --- needs Bobs, Boards, and City Council approval; Board Meeting 3/15/16; City Council Meeting 3/21/16 hc

(2/25/2016 3:32:08 PM) Accounting Manager - AMaples  
 --- No Comments

(2/25/2016 2:42:58 PM) WWTP1\_Supervisor - BParrent  
 --- This is to reprogram and upgrade the system that's operates the head house pumps at WWTP#1.

(2/10/2016 10:41:11 AM) Originator - KSharp  
 --- We have had a lot of problems in our headhouse. Over the past several months have been working with LOVO to correct these issues. We both think that this is our next step. Attached is a detailed Statement of Work. Not only are we upgrading panel, but also the program.



# Georgetown Municipal Water and Sewer Service

## MEMORANDUM

TO: GMWSS Board of Commissioners  
Robert Wilhite, General Manager

FROM: Daryl Mulder  
GMWSS Engineering Department Supervisor

DATE: March 3, 2016

SUBJECT: Bid Recommendation for Choctaw Trail and Yuma Trail  
Water Line Improvements

GMWSS personnel, along with Steve Caudill, PE, Bell Engineering, opened bids on the above referenced project on February 29, 2016 at 2:00 pm. The project involves the installation of approximately 1,880 LF of 6" PVC water line with 2 fire hydrant assemblies. Low bids were based on Choctaw Trail as the original base bid and Yuma Trail as an alternate.

	<u>Choctaw Trail</u>	<u>Yuma Trail</u>	<u>Total</u>
1. L&L Excavation and Site Prep Inc	\$44,015.00	\$43,907.50	\$87,922.50
2. TT Excavating, LLC	\$52,400.00	\$58,278.00	\$110,678.00
3. Capitol Valley Contracting, Inc	\$56,817.00	\$52,502.47	\$109,319.47
4. Jones Contracting, LLC	\$62,607.50	\$65,057.75	\$127,665.25
5. DMH Construction, Inc	\$63,050.00	\$62,110.00	\$125,160.00
6. AGrade Construction, Inc	\$64,087.50	\$68,423.50	\$132,511.00
7. Packs' Inc.	\$66,610.00	\$64,979.00	\$131,589.00
8. Clay Pipeline, Inc	\$66,861.00	\$70,893.00	\$137,754.00

The apparent low bid was from L&L Excavation and Site Prep Inc, in the amount of \$44,015.00. The bid forms and required documents submitted by the contractor have been checked and are in order. References have been checked and approved. Therefore based on the engineering recommendation, staff would like to recommend Board approval of the bid from L&L Excavation and Site Prep, Inc for both Choctaw and Yuma Trail for the Total amount of \$87,922.50.



# Georgetown Municipal Water and Sewer Service

## MEMORANDUM

TO: GMWSS Board of Commissioners  
Robert Wilhite, General Manager

FROM: Daryl Mulder  
GMWSS Engineering Department Supervisor

DATE: March 3, 2016

SUBJECT: Bid Recommendation for Drake Dam Pump Station  
and Force Main Replacement

GMWSS personnel, along with Bryan Lovan, PE, Kentucky Engineering Group, opened bids on the above referenced project on March 2, 2016 at 11:00 am. The project involves the installation of 2,200 LF of 3-inch and 6-inch PVC force main via horizontal directional drilling (HDD) method, construction of one new above-ground packaged sanitary sewer pumping station (GMWSS supplied), and removal of one existing submersible sanitary sewer pumping station.

1. Clay Pipeline Inc	\$383,385.00
2. Salmon Construction	\$386,000.00
3. Lagco Inc	\$493,505.00

The apparent low bid was from Clay Pipeline Inc, in the amount of \$383,385.00. The bid forms and required documents submitted by the contractor have been checked and are in order. References have been checked and approved. Therefore based on the engineering recommendation, staff would like to recommend Board approval of the bid from Clay Pipeline Inc.



# Georgetown Municipal Water and Sewer Service

## MEMORANDUM

TO: Board of Commissioners  
Robert Wilhite

FROM: Daryl Mulder

DATE: March 7, 2016

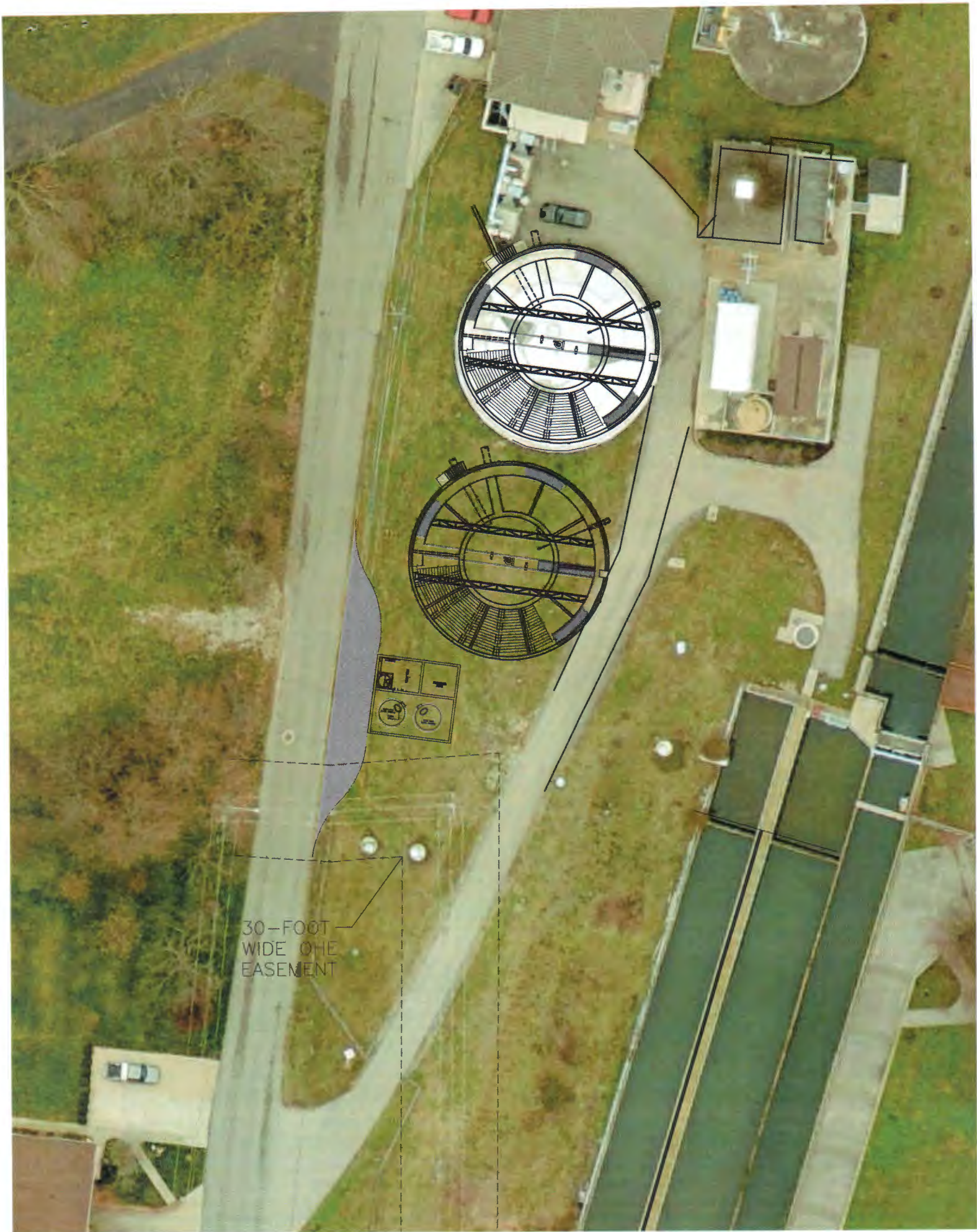
SUBJECT: Proposal Recommendation for Engineering Services  
Sodium Hypochlorite Bulk Storage and Feed Building

GMWSS staff requested a proposal from Kentucky Engineering Group (KEG) to provide necessary engineering services for preparing plans and specifications along with construction and administration services to build a new Sodium Hypochlorite Bulk Storage and Feed Building that is to replace the existing Miox System that is no longer supported by the manufacturer. I have attached the proposal from KEG which details the work to be performed.

Staff has reviewed the proposal in which the engineering fees are based on the Kentucky USDA Rural Development Utility Program Fee Schedule with the estimated construction costs being \$700,000. We would like to recommend using Kentucky Engineering Group in the amount of \$99,500.00 to provide engineering and inspection services for the construction of the new Sodium Hypochlorite Bulk Storage and Feed Building.

### Kentucky USDA Rural Development Utility Program Fee Schedule

Estimated Construction Cost =	\$700,000.00
Engineering Percentage Fee :	9.45 = \$66,150.00
KEG's Discounted Percentage Fee:	6.30 = <u>\$44,100.00</u>
Discount Total =	\$22,050.00
Inspection Percentage Fee:	6.40 = \$44,800.00
KEG's Discounted Percentage fee:	5.10 = <u>\$35,700.00</u>
Discount total =	\$9,100.00



30-FOOT  
WIDE ONE  
EASEMENT



**MUNICIPAL ORDER**

16 - \_\_\_\_\_

**MARCH 28, 2016**

**AN ORDER APPROVING AN AGREEMENT WITH RFH, PLLC, FOR AUDITS OF THE FINANCIAL STATEMENTS OF THE CITY OF GEORGETOWN AND GMWSS, AND AUTHORIZING THE MAYOR TO SIGN ALL RELEVANT DOCUMENTS**

WHEREAS, the City of Georgetown is required to hire a third-party Certified Public Accountant to provide an audit of each year's financial statements; and,

WHEREAS, the City and GMWSS jointly solicited and advertised for proposals for financial audit services beginning with the year ending June 30, 2016; and,

WHEREAS, RFH, PLLC, had the highest scoring proposal and has agreed to perform audits of the financial statements of the City of Georgetown at a cost of \$23,500 each year and GMWSS at a cost of \$13,500 each year for the fiscal years ended June 30, 2016, June 30, 2017, and June 30, 2018;

NOW THEREFORE, IT IS HEREBY ORDERED by the Georgetown City Council that RFH, PLLC, is approved as the auditor of financial statements for the City of Georgetown and GMWSS beginning with the year ending June 30, 2016, at an annual cost of \$23,500 for the City and \$13,500 for GMWSS, and the Mayor is authorized to sign all relevant documents.

**PASSED AND APPROVED, this March 28, 2016.**

\_\_\_\_\_  
Tom Prather, Mayor

ATTEST: \_\_\_\_\_  
Tracie Hoffman, City Clerk





## MEMORANDUM

DATE: March 28, 2016

TO: Mayor Tom Prather  
City Council

FROM: Stacey M. Clark, Director of Finance

RE: Financial Audit Services for City of Georgetown & GMWSS  
Selection Committee Results

On March 21, 2016, the City received proposals for Financial Audit Services. Newspaper Advertising, direct solicitation, and the City website were used to solicit Requests for Proposals from qualified certified public accounting firms.

Below is the ranked summary of the Financial Audit Services proposals:

- 1) RFH, PLLC – Lexington, KY (400 Composite Score, 100 Average Score)
- 2) Dean Dorton Allen Ford, PLLC – Lexington, KY (341.25 Composite Score, 85.31 Average Score)
- 3) Clark Schaefer Hackett – Ft. Mitchell, KY (332.5 Composite Score, 83.13 Average Score)

A Selection Committee consisting of the City Director of Finance, GMWSS Accounting Manager, City Clerk, and City Finance Specialist brought a variety of experience and background. Each member reviewed the proposals and scored them in 3 different areas (Cost, Firm Qualifications & Experience, and Staff Qualifications & Experience) that were published, included in the RFP, and given to each firm. Each firm was scored on a scale of 0-100.

RFH, PLLC, was the clear winner among the three proposals. RFH has the most extensive experience auditing Kentucky cities. They have served as auditors for the City and GMWSS for several years and have provided superb service. Their familiarity with the City and GMWSS allow them to complete our audits with more efficiency and would allow them to find any inconsistencies with greater ease. In addition to their excellent qualifications, their total quoted price for the City and GMWSS audits over a three year period was significantly less than the other proposals. It is without hesitation that the selection committee recommends approval of RFH, PLLC, as the auditor for the City and GMWSS.

If you have any questions, please contact me at (502) 863-9800 or [stacey.clark@georgetownky.gov](mailto:stacey.clark@georgetownky.gov).

**REQUEST FOR PROPOSALS**  
**Audit Services**  
**OPENING:**  
**MONDAY, MARCH 21, 2016 AT 2:00 PM**

PROPOSER RESPONSE FORM

NAME OF FIRM: RFH, PLLC

ADDRESS: 300 West Vine Street, Suite 800  
Lexington, Kentucky. 40507

NAME (Type or Print): Heather R. Cochran, CPA

TELEPHONE: 859-231-1800

EMAIL: hcochran@rfhcpas.com

\* Authorized Signature: 

Date: March 11, 2016

\* Signature certifies the proposed solution and services meet all requirements outlined in this proposal and the vendor will comply with all specified requirements unless exceptions are noted below.

Proposer Acknowledges receipt of Addendum as noted: (mark N/A if none)

# N/A Dated \_\_\_\_\_

# \_\_\_\_\_ Dated \_\_\_\_\_

# \_\_\_\_\_ Dated \_\_\_\_\_

# \_\_\_\_\_ Dated \_\_\_\_\_

PROPOSAL AMOUNTS:

City of Georgetown	FY 2015-2016	\$ <u>23,500</u>
	FY 2016-2017	\$ <u>23,500</u>
	FY 2017-2018	\$ <u>23,500</u>
GMWSS	FY 2015-2016	\$ <u>13,500</u>
	FY 2016-2017	\$ <u>13,500</u>
	FY 2017-2018	\$ <u>13,500</u>
OMB Circular A-133 (Per year, if required)		\$ <u>3,000-5,000</u>
UFIR City of Georgetown (Per year)		\$ <u>500-1,000</u>



**MUNICIPAL ORDER**

**16-\_\_\_\_\_**

**March 28, 2016**

**AN ORDER APPROVING A CONTRACT WITH CIVICPLUS FOR A NEW CITY WEBSITE AND AUTHORIZING THE MAYOR TO SIGN ALL DOCUMENTS.**

WHEREAS, the City of Georgetown sought quotes for the creation of a new city website with emphasis on citizen awareness and interactivity and ease of content management for city staff; and

WHEREAS, CivicPlus submitted the proposal which best matches the city's needs; and

WHEREAS, the cost for design, implementation and hosting of a new website for the first year is \$9,500, which amount is available in the General Government IT budget line item; and

WHEREAS, the contract requires a three year commitment, with hosting costs of \$4,100 per year for the second and third years;

NOW THEREFORE, IT IS HEREBY ORDERED by the Georgetown City Council that a contract with CivicPlus for a period of three years in an amount not to exceed \$17,700 for three years is hereby approved and the Mayor is authorized to sign all relevant documents.

**PASSED AND APPROVED, this March 28, 2016.**

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Tom Prather, Mayor

**ATTEST:** \_\_\_\_\_  
Tracie Hoffman, City Clerk

## Georgetown, Kentucky



### Website Redesign and Implementation of a Web Content Management System



+ CONNECTING PEOPLE

Developed by **John Pugh**  
Regional Sales Manager  
302 S. 4<sup>th</sup> Street, Suite 500, Manhattan, KS 66502  
Direct 785-323-7160  
+ [pugh@CivicPlus.com](mailto:pugh@CivicPlus.com)

Proposal Letter: March 25, 2016

CivicPlus provides our eGovernment communication solution to more than 50 million citizens in more than 2,200 municipalities – cities and counties of every size across the United States, Canada and Australia. For more than a decade, CivicPlus has focused on government clients, giving our customers access to the latest in next-generation applications that meet and exceed their needs. We are the only SAAS GCMS® that is solely focused on Municipal Governments.

**Georgetown, Kentucky & Vision for the Project:**

- A clean, fresh site design that is easy to use.
- Site that engages businesses and site selectors providing critical data to them “the way that they choose to engage”.
- Provide more efficiency as a tool to reduce onsite visits and phone calls.

The following packages are catered to your goals and needs:

<b>Core Package</b> <b>Project Development &amp; Deployment</b>  <b>\$9,500</b>			
<b>Premium Package</b> <b>Project Development &amp; Deployment</b> <b>Year Two – Develop &amp; Design</b> <b>brand new Premium site</b>  Annual Services (Continuing GCMS® Updates, Maintenance, Support and Hosting) <b>\$4,100</b>			
CPA – The CivicPlus Advantage Plan (Interest Free)			
Annual Investment			
1st	2nd	3rd	4th
<b>\$5,900</b>	<b>\$5,900</b>	<b>\$5,900</b>	<b>\$4,205</b>
<p>Project Development Overview:</p> <ul style="list-style-type: none"><li>❖ Core site developed within 2 month timeframe from signed contract</li><li>❖ <b>Complete Content Migration</b></li><li>❖ <b>3 Days of Virtual Training</b></li><li>❖ See attached CORE Features_Functionality table</li></ul> <hr/> <ul style="list-style-type: none"><li>❖ Premium Suite of Modules(see below) Project starts year two</li><li>❖ Featuring CP Aurora Drag N Drop content creation and “Live Edit”</li><li>❖ Featuring “Auto-Publish and Expire”</li><li>❖ <b>Complete Custom Design</b></li><li>❖ <b>Complete Content Migration</b></li><li>❖ <b>5<sup>th</sup> year re-design</b></li><li>❖ <b>30 GB Storage</b></li></ul>			

## Core Package Option

Project Development and Deployment Includes the Following:

Modules	Functionality
<ul style="list-style-type: none"><li>• Admin Home / Dashboard</li><li>• Calendar</li><li>• Document Center</li><li>• Frequently Asked Questions</li><li>• Forms Center</li><li>• Image Center</li><li>• News Flash</li><li>• Notify Me® (E-mail only)</li><li>• Quick Links</li><li>• Staff Directory</li><li>• Slideshow</li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li></ul>	<ul style="list-style-type: none"><li>• Action Items Queue</li><li>• Dynamic Sitemap</li><li>• Mouse-over Menu Structure</li><li>• Automated PDF Converter</li><li>• Printer Friendly / Email Page</li><li>• RSS Feed Setup</li><li>• Mobile Responsive Design</li><li>• Site Map</li><li>• Site Search &amp; Entry Log</li><li>• User &amp; Group Administration Rights</li><li>• Expiring Items Library</li><li>• Links Redirect</li><li>• Drag &amp; Drop</li><li>• Online Editor for Editing and Page Creation (WYSIWYG)</li><li>• Links to existing Social Media Accounts</li></ul>

## Premium Package Option

### Project Development and Deployment Includes the Following:

Modules	Functionality
<ul style="list-style-type: none"> <li>• Agenda Center</li> <li>• Alerts Center &amp; Emergency Alert Notification</li> <li>• Archive Center</li> <li>• Bid Postings</li> <li>• Blog</li> <li>• Business/Resource Directory</li> <li>• Calendar</li> <li>• Carbon Calculator</li> <li>• Citizen Request Tracker™ (5 users)</li> <li>• Community Connection</li> <li>• Community Voice™</li> <li>• Document Center</li> <li>• ePayment Center</li> <li>• Facilities &amp; Reservations</li> <li>• Frequently Asked Questions</li> <li>• Forms Center</li> <li>• Healthy City</li> <li>• Intranet</li> <li>• Job Postings</li> <li>• My Dashboard</li> <li>• News Flash</li> <li>• Notify Me® email and 500 SMS subscribers</li> <li>• Online Job Application with 1 Generic Application</li> <li>• Opinion Poll</li> <li>• Photo Gallery</li> <li>• Quick Links</li> <li>• Real Estate Locator</li> <li>• Spotlight</li> <li>• Staff Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Action Items Queue</li> <li>• Audit Trail / History Log</li> <li>• Automated PDF Converter</li> <li>• Automatic Content Archiving</li> <li>• Content Library (Content Templates)</li> <li>• Dynamic Breadcrumbs</li> <li>• Dynamic Sitemap</li> <li>• Expiring Items Library</li> <li>• Graphic Link Administration</li> <li>• Links Redirect and Broken Links Finder</li> <li>• Menu Management</li> <li>• Mouse-over Menu Structure</li> <li>• Mobile Website Browsing – Responsive Design</li> <li>• Online Editor for Editing and Page Creation (WYSIWYG)</li> <li>• Online Web Statistics</li> <li>• Printer Friendly/Email Page</li> <li>• Rotating Content</li> <li>• RSS</li> <li>• Search Engine Registration</li> <li>• Site Layout Options</li> <li>• Site Search &amp; Entry Log</li> <li>• Slideshow</li> <li>• Social Media Integration (Facebook, Share and Twitter)</li> <li>• User &amp; Group Administration Rights</li> <li>• Web Page Upload Utility</li> <li>• Website Administrative Log</li> <li>• <b>Custom Mobile Application</b> (normally \$5,500 more)</li> </ul>

#### Additional Enhancements:

Department Header Package/each	\$3,600	Annual \$650
Subsite	\$8,000	Annual \$1,575
Custom Mobile App	\$5,500	Annual \$1,950

Quote valid for 60 days

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# CORE WEBSITE FEATURES & FUNCTIONALITY

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*Consulting, design, usability guidance, programming, secure hosting and dedicated training - CivicPlus delivers all of this and more during the development of your new website.*

These are all essential elements to a successful project and all delivered by CivicPlus on your project. Our approach focuses on collaboration with you on each step in the process - this is a partnership. Our proven development approach and team of specialists will ensure a project that yields the most value for your dollar and communicates your vision.

The CivicPlus **CORE** package includes the CivicPlus GCMS® with the following essential modules and functionality:

Modules	Functionality
Admin Home/Dashboard	Action Items Queue
Calendar	Dynamic Sitemap
Document Center	Dynamic Breadcrumbs
Frequently Asked Questions	Automated PDF Converter
Form Center	Printer Friendly / Email Page
Image Center	RSS Feed Setup
News Flash	Mobile Responsive Design
Notify Me® (E-mail only)	Site Map
Quick Links	Site Search & Entry Log
Staff Directory	User & Group Administration Rights
Slideshow	Expiring Items Library
	Links Redirect
	Drag and Drop
	Online Editor for editing and page creation (WYSIWYG)
	Links to existing Social Media Accounts





**CITY OF GEORGETOWN  
ORDINANCE NO. 16- \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO; ABOLISH THE POSITION OF COORDINATOR; ABOLISH THE POSITION OF ASSISTANT COORDINATOR AND ADD ONE ADDITIONAL POSITION OF DISPATCHER IN DISPATCH AND; ADD ONE ADDITIONAL POSITION OF LIEUTENANT AND TWO ADDITIONAL POSITIONS OF POLICE OFFICER IN THE POLICE DEPARTMENT.**

**SUMMARY**

1. Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to abolish the position of Coordinator, abolish the position of Assistant Coordinator and add one additional position of Dispatcher, all in Dispatch; and add one additional position of Lieutenant and two additional positions of Police Officer, all in the Police Department.
2. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 16-\_\_\_\_ is available for examination in the City Clerk’s Office, 100 North Court Street, Georgetown, Kentucky 40324 or at [www.georgetownky.gov](http://www.georgetownky.gov).

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INTRODUCED AND PUBLICLY READ FIRST TIME: March 14, 2016

PUBLICLY READ SECOND TIME AND PASSED: March 28, 2016

APPROVED: \_\_\_\_\_  
Tom Prather, Mayor

ATTEST: \_\_\_\_\_  
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 16-\_\_\_\_\_, of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

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Andrew S. Hartley