

MINUTES OF MEETING HELD JANUARY 8, 2001

The Common Council of the City of Somerset, Kentucky met in regular session on Monday, January 8, 2001 at 7:00 p.m. with the following present: Mayor JP Wiles, Council Members David Burdine, Clarence Floyd, Jerry Wheeldon, Mark Beasley, Robin Daughettee, Charles New, Richard Denham, John R. Minton, William Earl Owens, Pat Bourne, Jerry Burnett, City Attorney Joe Travis and City Clerk David Godsey. Absent: Peggy Dugger.

The Mayor introduced the new Council Members, David Burdine, Mark Beasley and Jerry Burnett.

Mr. New moved all departmental bills for the month of December be approved. Mr. Floyd seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughettee, Mr. New, Mr. Denham, Mr. Minton, Mr. Owens, Mr. Bourne and Mr. Burnett.

Mr. Wheeldon moved the minutes of the last regular meeting held on December 11, 2000 and the reports be approved as delivered. Mr. Bourne seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughettee, Mr. New, Mr. Denham, Mr. Minton, Mr. Owens, Mr. Bourne and Mr. Burnett.

Mr. Daughettee made the motion to approve to fund the purchase of the old YMCA property with the city's portion being \$5,950.00. Mr. Floyd seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughettee, Mr. New, Mr. Denham, Mr. Minton, Mr. Owens, Mr. Bourne and Mr. Burnett.

Mr. Wheeldon moved to refund the following amounts paid on the 2000 taxes. Frank M. and Virginia Burkett a refund in the amount of \$51.05, a credit was issued for a disability exemption; Timothy A. Davis a refund in the amount of \$51.05, a credit was issued for a disability exemption; Vivian Sensabaugh a refund in the amount of \$51.05, a credit was issued for a homestead exemption; Stanley B. and Patsy Wesley a refund in the amount of \$51.56, a credit was issued for a disability exemption. Mr. Floyd seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughettee, Mr. New, Mr. Denham, Mr. Minton, Mr. Owens, Mr. Bourne and Mr. Burnett.

The following bids were submitted for uniform, rug and mat service for Utility, Street, Sanitation, Garage and Parks & Recreation Departments:



Uniform Pricing Proposal
For
City of Somerset

Parks Dept. 2 employees @ \$4.75 a week	\$9.50 a week
1 3x4 Floor Mat @ \$1.75 a week	\$1.75 a week
3 4x6 Floor Mat @ \$3.00 a week	\$9.00 a week
2 3x10 Floor Mat @ \$4.00 a week	\$8.00 a week
2 3x5 Scraper Mat @ \$2.25 a week	\$4.50 a week
25 Kitchen Towels @ \$0.14	\$3.50 a week
2 Linen Bags @ No Charge	No Charge
Water Dept. 17 employees @ \$4.75 a week	\$80.75 a week
1 employees @ \$6.75 a week	\$6.75 a week
5 3x5 Floor Mat @ \$1.75 a week	\$8.75 a week
	\$96.25 a week
Gas Dept. 15 employees @ \$6.75 a week	\$101.25 a week
1 employees @ \$6.75 a week	\$6.75 a week
1 36" Dust Mop @ \$1.00 a week	\$1.00 a week
2 Roll Towels @ \$2.50 a week	\$5.00 a week
6 3x4 Floor Mat @ \$1.75 a week	\$10.50 a week
2 3x5 Scraper Mat @ \$2.25 a week	\$4.50 a week
	\$129.00 a week

*Read
1/2/01
[Signature]*

Waste water Dept. 13 employees @ \$6.00 a week	\$78.00 a week
2 employees @ \$6.75 a week	\$13.50 a week
35 Red Shop Towels @ \$0.08 a week	\$2.80 a week
3 Roll Towels @ \$2.50 a week	\$7.50 a week
1 CRT Cabinet @ No Charge	No Charge
25 Red Shop Towels @ \$0.08 a week	\$2.00 a week
3 Roll Towels @ \$2.50 a week	\$7.50 a week
1 CRT Cabinet @ No Charge	No Charge
	\$111.30 a week
Utility Billing Dept. 5 3x10 Floor Mat @ \$4.00 a week	\$20.00 a week
2 3x4 Floor Mat @ \$1.75 a week	\$3.50 a week
1 3x5 Floor Mat @ \$1.75 a week	\$1.75 a week
	\$25.25 a week
Street Dept. 9 employees @ \$4.75 a week	\$42.75 a week
1 employees @ \$4.00 a week	\$4.00 a week
50 Red Shop Towels @ \$0.08 a week	\$4.00 a week
4 3x4 Floor Mat @ \$1.75 a week	\$7.00 a week
1 4x6 Floor Mat @ \$3.00 a week	\$3.00 a week
1 3x10 Floor Mat @ \$4.00 a week	\$4.00 a week
	\$64.75 a week
Garage Dept. 7 employees @ \$4.75 a week	\$33.25 a week
Sanitation Dept. 12 employees @ \$4.75 a week	\$57.00 a week

Fire Station #1	
4 3x4 Floor Mat @ \$1.75 a week	\$7.00 a week
1 24" Dust Mop @ \$0.90 a week	\$0.90 a week
1 48" Dust Mop @ \$1.10 a week	\$1.10 a week
2 Dust Mop Handles and Frames @ No Charge	No Charge
	\$9.00 a week
Fire Station #1	
3 3x4 Floor Mat @ \$1.75 a week	\$5.25 a week
2 Wet Mop @ \$2.00 a week	\$4.00 a week
	\$9.25 a week
City Hall	
5 3x4 Floor Mat @ \$1.75 a week	\$8.75 a week
1 4x6 Floor Mat @ \$3.00 a week	\$3.00 a week
3 3x10 Floor Mat @ \$4.00 a week	\$12.00 a week
1 3x5 Scraper Mat @ \$2.25 a week	\$2.25 a week
	\$26.00 a week
EMS Dept.	
2 3x5 Floor Mat @ \$1.75 EOW	\$5.20 EOW
4 4x6 Floor Mat @ \$3.00 EOW	\$18.00 EOW
2 24" Dust Mop @ \$1.35 EOW	\$2.70 EOW
5 Soap Dispensers @ \$3.00 EOW	\$15.00 EOW
1 Dust Mop Handle @ No Charge	No Charge
1 3x4 Floor Mat @ \$2.60 EOW	\$2.60 EOW
2 36" Dust Mop @ \$1.50 EOW	\$3.00 EOW
	\$46.50 EOW
TOTAL WEEKLY BILL	\$596.80 a week

December 20, 2000

City of Somerset
400 East Mt. Vernon Street
P.O. Box 989
Somerset, KY 42502

Attention: JP Wiles, Mayor

Dear JP,

Thank you for the opportunity to furnish you with the following proposal for the uniform program at the City of Somerset.

Uniform Rental Program


11 suits (5 changes) for "executive" employees	\$10.00
11 suits (5 changes) for "standard" employees	\$ 6.50
11 suits (5 changes) for "cotton" employees	\$10.50
One jacket furnished.	n/c

Our proposal for your uniform program is based on the current requirements as outlined by the City of Somerset. The service agreement has a term of 2 years and it does not allow for hidden charges or automatic CPI increases.

Rental Uniform Service will also offer the City of Somerset the option of an upgrade program for standard uniform employees at the rate of \$5.50 per week.

Again, thank you for the opportunity to submit this proposal for your consideration. Should you have any questions, please don't hesitate to call.

Sincerely,


Dean Thomas
Asst. General Manager

DT/dfb

December 20, 2000

City of Somerset
400 East Mt. Vernon Street
Somerset, KY 42501

Attention: JP Wiles, Mayor

Dear JP,


Thank you for the opportunity to furnish you with this proposal.

Rental Uniform Service has strived since 1948 to provide our customers with the best possible service at competitive prices; and for this reason, we submit the following prices for your consideration and approval.

		Weekly	EOW
Regular Mats	3"x4"	\$2.50 ea.	\$3.00 ea.
	3"x5"	\$2.50 ea.	\$3.00 ea.
	4"x6"	\$4.75 ea.	\$5.25 ea.
	3"x10"	\$5.50 ea.	
Kleen Scrape Mat	3"x5"	\$3.00 ea. (rent)	
	3"x5"	\$2.00 ea. (lease)	
Dust Mop	24"	\$1.25 ea.	\$1.50 ea.
	36"	\$1.50 ea.	\$1.75 ea.
	48"	\$1.65 ea.	
Dust Mop Handle		N/C	
Wet Mop		\$2.75 ea.	
Wet Mop Handle		N/C	
Red Shop Towel	18"x18"	\$0.09 ea.	
Cloth Roll Towel		\$2.25 ea.	
Kitchen Towel		\$0.13 ea.	
Soap Dispenser			\$2.50 ea.

JP, I hope these prices meet with your approval. I look forward to working with you in the near future. If I can be of any further assistance, please do not hesitate to call me.

Sincerely,


Dean Thomas
Assistant General Manager

MATS, RUGS, AND OTHER ITEMS

DEPARTMENTAL SPECIFICATIONS

PARKS

2 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$13.00
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WATER

17 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$120.50
1 Exec Employee	11 Suits (5 chgs/wk)			

GAS (All clothing in this department must be 100% cotton)

15 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$167.50
1 Exec Employee	11 Suits (5 chgs/wk)			

WASTEWATER

13 Employees	11 Suits (5 chgs/wk)	1 Jacket	3 Unlined Coveralls	\$124.00
2 Exec Employees	11 Suits (5 chgs/wk)			

STREET

9 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$63.50
1 Exec Employee	11 Pants			

GARAGE

2 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$43.00
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SANITATION

12 Employees	11 Suits (5 chgs/wk)	1 Jacket		\$78.00
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FIRE STATION #2

Red Mat (3 x 4)	Quantity = 3 per week	\$13.00
Wet Mops	Quantity = 2 per week	

FIRE STATION #1

Navy Mat (3 x 4)	Quantity = 4 per week	\$12.00
Dust Mats (24 in)	Quantity = 1 per week	
Dust Mops (48 in)	Quantity = 1 per week	
Dust Mop Handle & Frame	Quantity = 2	

CITY HALL

Brown Mat (4 x 6)	Quantity = 1 per week	\$36.75
Brown Mat (3 x 4)	Quantity = 4 per week	
Brown Mat (3 x 10)	Quantity = 2 per week	
Slate Mat (3 x 10)	Quantity = 1 per week	
Grey Mat (3 x 4)	Quantity = 1 per week	
Rubber Mat	Quantity = 1 per week	

STREET DEPT

Red Shop Towels (18 x 18)	Quantity = 50 per week	\$24.75
Brown Mat (4 x 6)	Quantity = 1 per week	
Brown Mat (3 x 4)	Quantity = 3 per week	
Brown Mat (3 x 10)	Quantity = 1 per week	
Brown Mat (3 x 4)	Quantity = 1 per week	

GAS DEPT

Dust Mop Blue (36 in)	Quantity = 1 per week	\$25.00
Roll Towels	Quantity = 2 per week	
Brown Mat (3 x 4)	Quantity = 3 per week	
Kleen Scrape Mat	Quantity = 2 per week	
Brown Mat (3 x 4)	Quantity = 3 per week	

UTILITY BILLING

Navy Mat (3 x 10)	Quantity = 3 per week	\$45.00
Navy Mat (3 x 5)	Quantity = 2 per week	
Brown Mat (3 x 10)	Quantity = 2 per week	
Brown Mat (3 x 4)	Quantity = 1 per week	

WATER PLANT

Red Mat (3 x 4)	Quantity = 2 per week	\$12.50
Grey Mat (3 x 4)	Quantity = 3 per week	

WASTEWATER PITMAN CREEK		
Red Shop Towels (18 x 18)	Quantity = 35 per week	\$9.90
Roll Towels	Quantity = 3 per week	
Crt Cabinet	Quantity = 1	
WASTEWATER SINKING CREEK		
Red Shop Towels (18 x 18)	Quantity = 25 per week	\$9.00
Roll Towels	Quantity = 3 per week	
Crt Cabinet	Quantity = 1	
EMS		
Brown Mat (3 x 5)	Quantity = 2 per 2 weeks	\$49.00
Brown Mat (4 x 6)	Quantity = 4 per 2 weeks	
Dust Mop Blue (24 in)	Quantity = 2 per 2 weeks	
Cerm. Soap/Dish	Quantity = 5 per 2 weeks	
Dust Mop Handle	Quantity = 1	
Brown Mat (3 x 4)	Quantity = 1 per 2 weeks	
Dust Mop (36 in)	Quantity = 2 per 2 weeks	
PARKS		
Navy Mat (3 x 4)	Quantity = 1 per week	\$37.00
Navy Mat (4 x 6)	Quantity = 3 per week	
Navy Mat (3 x 10)	Quantity = 2 per week	
Kln Scrape Mat	Quantity = 2 per week	
Kitchen Towel	Quantity = 25 per week	
Linen Bag	Quantity = 2	

The City reserves the right to add, delete, or change sizes, colors, and or quantities of mats, rags, towels, and other items during the terms of the contract.

Mr. Wheeldon made the motion to accept the bid from Cintas for uniform, rug and mat service for the Utility, Street, Sanitation, Garage and Parks & Recreation Departments. Mr. Bourne seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughette, Mr. Denham, Mr. Minton, Mr. Bourne and Mr. Burnett. Voting "Nay": Mr. New and Mr. Owens.

The following Policy and Procedure was presented for approval:

CITY OF SOMERSET POLICY AND PROCEDURE

EMPLOYEE TIME CARDS

1. ALL HOURLY EMPLOYEES ARE REQUIRED TO CLOCK IN AND OUT ON THEIR TIME CARDS. THIS IS THEIR RECORD THAT THEY REPORTED FOR WORK, ENDED WORK OR WORKED OVERTIME. THIS WILL ALSO HELP TO ANSWER ANY QUESTIONS WHICH MAY ARISE CONCERNING THE EMPLOYEES TIME WORKED. IF THERE IS A QUESTION CONCERNING HOURS WORKED, THE TIME CARD WILL BE THE DETERMINING FACTOR IN WHAT THE EMPLOYEE IS PAID. IF AN EMPLOYEE IS PREVENTED FROM CLOCKING IN OR OUT AT THE APPROPRIATE TIME, THE EMPLOYEE SHALL INFORM THE DEPARTMENT HEAD OR THE DESIGNATED SUPERVISOR, WHO WILL WRITE IN THE CORRECT TIME ON THE TIME CARD AND INITIAL THE ENTRY. TIME WHICH IS WRITTEN IN ON AN EMPLOYEES TIME CARD THAT IS NOT INITIALED BY THE DEPARTMENT HEAD OR DESIGNATED SUPERVISOR, WON'T BE CONSIDERED FOR PAYMENT.

2. NO EMPLOYEE IS PERMITTED TO CLOCK ANOTHER EMPLOYEE IN OR OUT. ANY EMPLOYEE WHO CLOCKS ANOTHER EMPLOYEE IN OR OUT SHALL FACE TERMINATION OF EMPLOYMENT.

3. ALL EMPLOYEES ARE REQUIRED TO REPORT FOR DUTY AT THEIR ASSIGNED TIMES. AN EMPLOYEE MAY CLOCK IN EARLIER THAN ASSIGNED DUTY TIME, HOWEVER NO COMPENSATION WILL BE GIVEN UNLESS THE EMPLOYEE WHO CLOCKS IN EARLY HAS REPORTED FOR DUTY AND THE TIME HAS BEEN AUTHORIZED BY THE DEPARTMENT HEAD OR DESIGNATED SUPERVISOR. THE AUTHORIZATION WILL BE REFLECTED BY THE INITIALS OF THE AUTHORIZING OFFICIAL.

TARDINESS

EMPLOYEES OF THE CITY OF SOMERSET, KENTUCKY ARE ASSIGNED DUTY TIMES. THESE TIMES REFLECT WHEN AN EMPLOYEE SHOULD REPORT FOR WORK, WHEN LUNCH BREAKS ARE GIVEN AND THE END OF DUTY TIME.

EACH EMPLOYEE IS EXPECTED TO BE AT HIS/HER POST AT THEIR SCHEDULED TIME. INFRACTIONS OF THIS POLICY WILL NOT BE TOLERATED UNLESS CIRCUMSTANCES BEYOND THE EMPLOYEE'S CONTROL FACTOR INTO THE SITUATION.

FACTORS WHICH DETERMINE TARDINESS BY AN EMPLOYEE WILL BE CONSIDERED BY THE DEPARTMENT HEAD OR THE DESIGNATED SUPERVISOR.

EMPLOYEE'S MUST UNDERSTAND THE DISCIPLINE PROCESS FOR TARDINESS. THE FOLLOWING CRITERIA WILL BE UTILIZED FOR ASSIGNING DISCIPLINE FOR UNEXCUSED TARDINESS.

- FIRST OFFENSE- WRITTEN OCCURRENCE REPORT
- SECOND OFFENSE- VERBAL REPRIMAND (DOCUMENTED)
- THIRD OFFENSE- WRITTEN REPRIMAND
- FOURTH OFFENSE- SUSPENSION (24 WORKING HOURS)
- FIFTH OFFENSE- TERMINATION OF EMPLOYMENT

EACH OFFENSE FOR TARDINESS SHALL STAY ON THE EMPLOYEE'S RECORD FOR A PERIOD OF TWELVE MONTHS FROM THE TIME OF THE OFFENSE. DISCIPLINARY ACTION SHALL BE BASED UPON THE NUMBER OF OFFENSES IN ANY GIVEN TWELVE MONTH PERIOD.

Mr. Floyd made a motion to approve the above City of Somerset Policy and Procedure for Employee Time Cards and Tardiness. Mr. Daughetee seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughetee, Mr. New, Mr. Denham, Mr. Minton, Mr. Bourne and Mr. Burnett. Voting "Nay": Mr. Owens.

Mr. Floyd moved to go into Executive Session to discuss possible land acquisition. Mr. Wheeldon seconded the motion. Upon roll call the following Council Members voted "Aye": Mr. Burdine, Mr. Floyd, Mr. Wheeldon, Mr. Beasley, Mr. Daughetee, Mr. New, Mr. Denham, Mr. Minton, Mr. Owens, Mr. Bourne and Mr. Burnett.

The meeting reconvened in open session and the Mayor announced there was no action taken in Executive Session.

There being no further business the meeting adjourned.

APPROVED: _____

J. Wiler
MAYOR

ATTEST: _____

Paul H. [Signature]
CITY CLERK