

Revised 1-19-18

**AGENDA**

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500 ~ [www.frankfort.ky.gov](http://www.frankfort.ky.gov)**

**January 22, 2018  
5:00 P.M. (EST)**

**INVOCATION– GARY HAGER - WESTVIEW BAPTIST CHURCH**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CEREMONIAL ITEMS**

The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individuals will be recognized:

***Retirements:***

Fire Department . Brian Perry retired on December 31, 2017 with 18 years of service.

Sewer Department . William Scalf will retire as Sewer Department Director with 17 years of service.

***Promotions:***

Promotion of Jason Monroe in the Fire Department from Sergeant to Captain.

Promotion of Josh Duncan in the Fire Department from Firefighter II to Sergeant.

***Presentation*** . Frankfort Police Department's Recognition of 2018 Graduating Class of the Citizen's Police Academy: Congratulations to Dove Buboltz, Daniel P. Chambliss, Dr. Christopher David, Ivan Duvall, Jennie Fisk, Tracy Hopper, Fran Johnston, Kim Parham, Michelle Payton, M. Francine Poe, David Allen Richardson, Matthew Richardson, Carol S. Smith, Terri L. Sorrell, Karen Weller, Shannon West, David S. Woodson.

**CITIZEN COMMENTS – PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES**

**CONSENT CALENDAR**

Items on the Consent Calendar are considered by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 1. Minutes – December 11, 2017 Special Meeting – 10:00 a.m.; December 11, 2017 Special Meeting – 4:45 p.m.; December 11, 2017 Work Session; December 11, 2017 Special Meeting – 6:00 p.m.; December 18, 2017 Special Regular Meeting.**

**2. Kentucky Avenue Phase 3, Contract Award to Flynn Brothers Contracting, Inc.**

The purpose of this memo is to recommend the approval of construction contract with Flynn Brothers Contracting, Inc. for Kentucky Avenue Interceptor Rehabilitation Phase 3 and authorize the Mayor to sign all related documents. Bids were received on December 12, 2017 and Flynn Brothers Contracting, Inc. was determined to be the lowest qualified bidder at \$ 1,257,810.00. A total of 4 bids were received, the remaining bids were Insight Pipe for \$1,681,451.00, Portland Utilities Construction Company for \$2,088,270.00, and Layne Inliner for \$2,043,632.00. The engineers estimate was \$1,300,000. This project will finish plans to ensure reliable flow to the treatment plant for the foreseeable future. This project was budgeted for in the Sewer construction account and is under a Kentucky Infrastructure Authority (KIA) Loan. Currently there is \$1,848,000 left available on the loan. We would request an authorization of \$1,383,591.00 which will include a 10% contingency for change orders to be approved administratively (Sewer).

**Attachments: Engineers recommendation letter, Bid tab**

**Suggested Disposition: Receive and File; Approve**

**3. West Frankfort Pump Station Project, Smith Contractors Change Order #2 (Balancing)**

The purpose of this memo is to recommend the approval of Change Order #2 to Smith Contractors, Inc. for balancing quantities and project close out and authorize the Mayor to sign all related documents. Bids were received on March 17, 2017 and Smith Contractors, Inc. was determined to be the lowest qualified bidder at \$ 2,860,000.00 and awarded the contract in April 2016. A total of 6 bids were received, the remaining bids were MAC Construction for \$3,388,000, Building Crafts, Inc. for \$2,943,404, Dougan & Myers for \$3,373,222, Pace Contracting for \$3,390,000, and Herrick Company for \$3,122,000. The engineers estimate was \$3,300,000. This change order reduces the total contract amount by \$72,148.30. The Sewer Department will process all proper paperwork to close out the project with Smith Contractors, Inc. and Kentucky Infrastructure Authority (Sewer).

**Attachments: Change Order # 2**

**Suggested Disposition: Receive and File; Approve**

**4. Final Balancing Change Order 1: Construction Contract for Free Contracting, Inc. for the Crestwood I&I Rehabilitation Project- Schenkel Lane Improvements**

The purpose of this memorandum is to request City Commission approval for the Final Balancing Change Order for the construction contract to Free Contracting, Inc. for the Crestwood I&I Rehabilitation Project . Schenkel Lane Improvements, authorize the Mayor to sign all documents related to the project. In 2014-2015, Phase 1 of the Crestwood I&I Rehabilitation Project was constructed including CIPP lining, sewer line replacement, point repairs and private service connection replacements. The project addressed capacity issues and inflow and infiltration in the Crestwood subdivision. The Schenkel Lane phase is the final portion of the project to be constructed. This change order covers the work that was completed based on field conditions. A purchase order to Free Contracting in the amount of **\$10,609.94** will cover the cost of this change order. Funding is available in account 300.68.54555 (Sewer).

**Attachments: Change Order # 1 (Draft)**

**Suggested Disposition: Receive and File; Approve**

**5. Amendment 11 to Professional Services Agreement with CDM Smith for Crestwood I&I Rehabilitation Project- Schenkel Lane Improvements, Construction Services**

The purpose of this memorandum is to request approval from the City Commission for Amendment 11 to a Professional Agreement with CDM Smith for the completion of the construction services for the sanitary sewer realignment for the Crestwood I&I Rehabilitation project- Schenkel Lane Improvements, to extend the completion date from December 31, 2017 to February 28, 2018, and to authorize the Mayor to sign all related documents. There was additional scope added to the construction project resulting in additional construction services required by the engineer. This amendment covers additional inspection services beyond the 65 hours included in amendment 10, and additional construction services as a result of field changes. The amount of this amendment is \$6,950.00. This amendment also extends the completion date from December 31, 2017 to February 28, 2018. The cost of this amendment is **\$6,950.00**. Funds are available in account 300.68.56555 (Sewer).

**Attachments: Amendment # 11**

**Suggested Disposition: Receive and File; Approve**

**6. Contract Extension – Laura’s Cleaning Service, LLC.**

Public Works is seeking approval of a one year contract extension for janitorial services to Laura’s Cleaning Services, LLC. and authorization for the Mayor to sign all related documents. In November 2014, the City Commission approved a two-year contract with Laura’s Cleaning Service for janitorial services in the Second Street City buildings. That contract contained an option for a yearly renewal. In November of 2016, the City commission approved a one year extension of the contract. Laura’s Cleaning Service has continued to provide quality service for the past three years and has agreed to the extension at the same rate of \$5800 per month. Funds for this contract are included in the FY17-18 budget and are contained in #100.6453295 (Public Works).

**Attachments: Contract (To be provided)**

**Suggested Disposition: Receive and File; Approve**

**7. Change Order – Collins Lane – HMB Professional Engineers, Inc.**

Public Works is seeking approval of Change Order No.1 to the contract with HMB Professional Engineers, Inc. for additional engineering consulting services related to the Collins Lane I/I Reduction and Cloverdale Stormwater Management Project and authorization for the Mayor to sign all related documents. In January 2017, the City Commission approved a contract with HMB Professional Engineers to evaluate existing storm and sanitary sewers and prepare plans for the improvements. The project area contains portions of the Collins Lane/Cloverdale area. The project area has known inflow and infiltration (I&I) in the existing sanitary sewer system. Closed Circuit Television (CCTV) videos are available to analyze the condition of all pipe segments in this subdivision. This will enable the engineering consultant to determine where defects exist that are contributing I&I to the system, and to make recommendations for rehabilitation. There are also known flooding and stormwater conveyance problems in the area that will be addressed with this project. The Frankfort Sewer Department and Public Works are combining efforts to improve infrastructure in this project area. **This change order adds the Belvoir/Leawood intersection along with Brookhaven and Crosshill Drives to the area studied for storm water.** These areas experience roadway flooding. The cost of services for adding this area to the overall project is a lump sum fee of \$10,800. The original contract price for this project was \$297,890. The revised contract price is \$308,690. Funds for this change order (Change Order No. 1) are included in the FY17-18 budget and are contained in account 735.00.51100 (Public Works).

**Attachments: Amendment No. 1**

**Suggested Disposition: Receive and File; Approve**

**8. 2019 Highway Safety Grant Proposal**

To consider authorizing an application for Highway Safety Grant funds and authorizing the Mayor to sign all grant related documents. The mission of this grant is to plan and execute a comprehensive traffic safety program to reduce the number of fatalities and injuries on Kentucky's roadways, utilizing present and potential resources on the local, state and national levels. The Governor's Highway Safety Program coordinates highway safety programs focused on public outreach and education, enforcement, promotion of new safety technology, integration of public health strategies and techniques, advocacy for traffic safety issues, and collaboration with state and local governments. The City of Frankfort would like to apply for funds associated with personnel and equipment not to exceed \$189,000.00 (Police Department).

**Attachments: None**

**Suggested Disposition: Receive and File; Approve**

**9. New Police Vehicle Purchase**

The purpose of this memo is to request the purchase of five (5) 2018 Ford Police Interceptor Utility patrol vehicles utilizing funds from FY 2017-2018 budget and authorize the Mayor to sign all related documents. These vehicles will be purchased from Paul Miller Ford through the state contract. Due to the recent retirements, this has been put off until later in the fiscal year. The Police Department is asking that five (5) vehicles be purchased at this time with a 6<sup>th</sup> vehicle being purchased before the end of the fiscal year if the budget allows. These vehicles will be purchased from Paul Miller Ford. The cost through state contract for each vehicle will be \$28,108.58. The total of these 5 vehicles will be \$140,542.90. The up-fit will be completed by L&W Emergency Equipment, through approved state contracting, will be \$15,801.35. The total for up-fit will be \$79,006.75. The vehicles will be purchased through budgeted funds from account 100.43.56555 and the up-fit will be paid from account 100.43.56550.

**Attachments: Estimate, Quote**

**Suggested Disposition: Receive and File; Approve**

**10. AFG Grant Authorization**

The purpose of the memo is to request the Board of Commissioners authorization to apply for the 2017 Assistance to Firefighters Grant (AFG) for the purchase of eight (8) ambulance Power Load systems in the amount of \$467,780.00 and authorize the Mayor to sign all grant related documents. The AFG grant was developed to meet the firefighting and emergency response needs of fire departments and emergency medical service organizations. Since 2001, AFG has provided grant funding to first responders so they are able to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary in protecting the public and their emergency personnel from fire and other related hazards. This year, the Federal Government has provided \$310 million dollars for the 2017 grant cycle. The Fire Department has sought funding for this project for the last three grant cycles without success. There is no immediate budget impact for applying for the grant; however, should we be awarded the grant, the grant requires a ten (10) percent match of \$46,000.00. This would require a budget amendment if awarded prior to July 2018, otherwise the funds are anticipated being budgeted as a Contingency+expenditure in the upcoming FY 18-19 budget cycle (Fire).

**Attachments: None**

**Suggested Disposition: Receive and File; Approve**

**11. PVA Property Tax Rolls**

The purpose of this memo is to request authorization to pay the Franklin County PVA Office update of the Property Tax Rolls update for 2017 in the amount of \$40,000.00 and authorize the Mayor to sign any related documents (Finance).

**Attachments: Invoice**

**Suggested Disposition: Receive and File; Approve**

**12. Certified Local Government Grant Application**

Staff requests permission to submit a Certified Local Government Grant application for Historic Preservation Educational Outreach and to authorize the Mayor to sign any related documents. The Educational Outreach will include a brochure for citizens living in Historic Districts to describe possible funding and the importance of Historic Preservation as well as advertisements and materials to be distributed during Historic Preservation Month. Many of our citizens who own historic properties are unaware of the importance of their structure, how to maintain the structure or what programs or funds are available to aide in the preservation of their property. Staff requests to apply for CLG funding in the amount of \$5,000.00 to cover the costs for the Historic Preservation Educational Outreach. We have acquired initial quotes for the needed services to perform this outreach and believe \$5,000 will be sufficient. The federal share requested (60% of award) is \$3,000.00 from the Kentucky Heritage Council. Local match for this project (40% of the award), would be \$2,000.00, based on preliminary information. in kind services will not be sufficient to secure the services. The match will need to be funded from the General Fund. Staff feels an Educational Outreach program for Historic Preservation in our Historic Districts would be beneficial to our citizens. The entire project will cost an estimated \$5,000. If funded, the CLG Grant will cover 60%, or \$3,000, of the project. The \$2,000 match (40%) would need to be funded in the 2018-2019 Budget (Grants)

**Attachments: None**

**Suggested Disposition: Receive and File; Approve**

<b>13. Personnel</b>	<b>Employee</b>	<b>Department</b>	<b>Date</b>	<b>Other</b>
Retirement	William Scalf	Sewer	1/31/18	Sewer Director (authorize payment of accrued leave)
Resignation	Phillip Powell	Fire	1/26/18	Firefighter II (authorize payment of accrued leave)
Resignation	Ryan Smith	Fire	1/31/18	Firefighter III (authorize payment of accrued leave)

Resignation	Nacomis Miner	Police	1/11/18	Patrol Officer 1
Reassignment	Gary Muller	Planning	2/6/18	Planning Director to Fire Marshal
Appointment	Matthew Hammond	Sewer	1/2/18	Maintenance Tech I
Promotion	David Gipson	PW/Streets	12/19/17	Streets Superintendent
Promotion	Jason Monroe	Fire	1/23/18	Sergeant to Captain
Promotion	Josh Duncan	Fire	1/23/18	Firefighter II to Sergeant
Appointment	Wes Clevinger	Fire	2/6/18	Firefighter II

Permission to make up to six (6) conditional offers of employment for the position of Firefighter/EMT Recruit. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate. These conditional offers will take sworn staffing to 85 with the departure of the 2 Fire personnel above included.

**Attachments: William Scalf retirement letter, Phillip Powell resignation letter, Nacomis Miner resignation letter, Ryan Smith resignation letter (to be provided), memo regarding conditional offers.**  
**Suggested Disposition: Receive and File; Approve**

### BOARDS

#### 1. Board Appointments

**1.1 Frankfort Electric & Water Plant Board** - Appointment of Jeff Bradshaw (replacing John Cubine) expiring 9-23-19.

**Attachments: Letter from the Mayor & Resume**  
**Suggested Disposition: Receive and File; Approve**

**1.2 Housing Authority** – Reappointment of Garnett Thurman expiring 1-29-22.

**Attachments: Letter from the Mayor & Resume**  
**Suggested Disposition: Receive and File; Approve**

### ACTION ITEMS

These are items where discussion is held by the City Commission. Items such as Ordinances, Orders and Resolutions are discussed under this section of the agenda. Public comments are not allowed except as authorized by the Mayor.

#### 1. Second Reading

An Ordinance amending the City of Frankfort Code of Ordinances, section 37.31 relating to the employee classification and compensation pay plan. ***The Ordinance had its First Reading on December 18, 2017.***

**Suggested Disposition: Receive and File; Adopt Ordinance**

#### 2. First Reading

An Ordinance amending section 36.197(a) of the City of Frankfort Code of Ordinances regarding terms and appointments of the Capital Community Economic/ Industrial Development Authority (doing business as Kentucky Capital Development Corporation).

**Suggested Disposition: Receive and File; Adopt Ordinance**

**3. Order**

An Order providing for delegation of City Manager powers and duties when he/ she is unable to attend to them.

**Suggested Disposition: Receive and File; Adopt Order**

**4. Resolution**

A Resolution in support of allowing a resident of Owenton, Kentucky to become a member of the Housing Authority of Frankfort.

**Suggested Disposition: Receive and File; Adopt Resolution**

**5. Rescind vote to hire independent legal counsel for the Frankfort Plant Board taken at the December 18, 2017 Special Regular Meeting.**

**6. Discussion on independent legal counsel for review of the Frankfort Plant Board.**

**CITY COMMISSION UPDATES**

**ADJOURNMENT**