



CAPITAL OF KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner

Kyle Thompson, Commissioner

Leesa Unger, Commissioner

Katrisha Waldrige, Commissioner

1-21-22

**NOTICE
MEETING VIA VIDEO TELECONFERENCE**

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Frankfort due to the global COVID-19 pandemic, the following Meeting Notice is issued:

I, Layne Wilkerson hereby call a meeting of the Frankfort Board of Commissioners for Monday, January 24, 2022, at 5:00 p.m., via GoToMeeting. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. The Board of Commissioners will participate via GoToMeeting. The City will provide a central primary physical location for public viewing of the virtual meeting in the City Hall Commission Chamber, 315 West Second Street. **The Board of Commissioners will not be there in person, but the televisions in the Commission Chamber will be broadcasting the virtual meeting.**

Public comments will still be accepted for the meeting, by submitting a citizen comments form via the City of Frankfort Website – www.frankfort.ky.gov {Government > Board of Commissioners> Citizen Comments} by Monday, January 24 at 4:00 PM.

The virtual meeting will be broadcast via Frankfort Plant Board Cable 10 Live and Facebook Live: Frankfort, Kentucky - City Hall www.facebook.com/CityofFrankfortKY/.

Please see www.frankfortema.org for additional information.


Mayor

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

www.frankfort.ky.gov

www.facebook.com/CityofFrankfortKY

**January 24, 2022
5:00 PM**

ROLL CALL

CITIZEN COMMENTS

PRESENTATION

Mayor Layne Wilkerson will present a proclamation to Bill Goodman, Executive Director of Kentucky Humanities in celebration of their 50th Anniversary.

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:

Sharon Ganote, Administrative Aide, will retire from the City Manager Department following more than 17 years of service.

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 – Special Meeting, December 1, 2021; Special Meeting, December 6, 2021; Work Session, December 13, 2021; Special Meeting, December 15, 2021; Regular Meeting, December 20, 2021

2. Contract Amendment for Downtown Reinvestment Grant at 311 St. Clair Street – Grants

Staff requests an amendment to the contract for the property at 311 St. Clair Street between Legacy Property Group, LLC and the city regarding a Reinvestment Grant awarded to the property in 2019. The original contract is with Legacy Property Group, LLC and the entity's name has been changed to 311 St. Clair Street, LLC for State/Federal Historic Tax Credit purposes. They have asked that the agreement be changed to reflect that change. Members of 311 St. Clair LLC would also like to extend the date of project completion to February 28, 2022. Members of city staff including the City Attorney, Grants Manager, and Senior Community Planner agree with this amendment. There will be no budget impact. This \$100,000.00 is already in the current budget.

Attachments: Memo, 2019 Contract, Amended Contract

Suggested Disposition: Receive and File; Approve

3. Authorization of an agreement with Designing Local to provide services related to the creation of new "SC" Special Capitol Design Guidelines – Planning

On August 27th, 2021 the City advertised a Request For Proposals for a Consultant to provide services to the Planning & Community Development Department. Responses were received until the closing date of September 29th. Following the closing date the "Selection Committee" per the RFQ reviewed the responses and met to discuss the Respondents. The Committee discussed the responses and ultimately selected Designing Local as their preferred Respondent. Subsequent to the selection the attached contract has been reviewed by the Planning Director and the City Solicitor. Staff recommends the Board of Commissioner's approve the attached contract and authorize the Mayor to sign the related documents.

Attachments: Memo, Scope of Services, Contract

Suggested Disposition: Receive and File; Approve

4. Structural Engineer for the McClure Building Sidewalk – Public Works

The purpose of this memo is to request approval of a professional services agreement with Cornerstone Engineering in the amount of \$39,053.70 to provide structural design and bidding services for the repair of structural members and sidewalk replacement at the corner of West Main and St. Clair Street, and for the Mayor to sign all related documents. The sidewalk at the corner of West Main and Saint Clair, running parallel to each street, is supported by a structural system below grade. The basement of the McClure building extends out underneath the sidewalk and the structural supports are accessed through the basement. For many years, water infiltration has caused deterioration of the concrete on the beams, columns and walls below the sidewalk, reducing the stability of the sidewalk. The building owners have enlisted an engineer to inspect the structure, and based on the inspection, the recommendation was made to close a portion of the sidewalk. The engineer determined that the structure supporting the sidewalk is separate from the building structure. The City of Frankfort has the responsibility to maintain the sidewalk. Therefore, we decided to engage a structural engineer for recommendations for repairs. In order to restore the safety and structural integrity of the sidewalk, the City has issued an RFQ/RFP and received 2 proposals from Structural Consultants to make recommendations, design and administer the repair project. After evaluation of qualifications, the selection committee opened the cost proposals and factored in the cost as 10% of the evaluation. The team concluded that we would like to enter a Professional Services Agreement with Cornerstone Engineering for an amount of \$39,053.70. Staff recommends approval of the professional services agreement with Cornerstone Engineering in the amount of \$39,053.70. Municipal Aid can be utilized for any planning, design or construction inside City Maintained rights-of-way. Funds are available in account #535.00.51100. This will come out of the \$250,000 budgeted for City Sidewalks in Fiscal Year 2021-2022.

Attachments: Memo, Professional Services Agreement
Suggested Disposition: Receive and File; Approve

5. Purchase of Mainline Camera Van and Mobile Portable Camera Unit – Sewer

The purpose of this memo is to recommend approval to purchase a Mainline Camera Van and Mobile Portable Camera Unit from Raush Electronics USA, LLC and for the Mayor to sign all related documents. The Frankfort Sewer Department utilizes two camera van units to conduct mainline CCTV inspections throughout the collection system. Both of the camera vans are used daily to complete investigations for customers and to complete the video footage required by the CMOM Program. FSD is required to CCTV 5% of the collection system every year. This purchase also included a mobile portable unit that will allow staff to load the unit into a remote vehicle and get into areas that a large van is not able to access. In previous years FSD has been required to bid this out for outside contractors to complete these inspections.

The Sewer Department received bids for both units on December 29, 2021. The bids are listed below:

	TOTAL	Mainline Unit	Mobile Unit
RAUSH Electronics USA, LLC	\$353,480.00	\$309,649.00	\$43,831.00
Jack Doheny	\$504,226.65	\$384,736.97	\$119,489.68

The purchase of this vehicle will replace unit 943 which was purchased in 2011. This unit has performed well over the years the unit's age and repairs are starting to cause more downtime than what is productive. This project is in the Capitol Improvement Plans and is budgeted at \$350,000.00. Staff recommends that the Mayor and City Commission approve the purchase of the Mainline Camera Unit and Mobile Portable Camera Unit.

Attachments: Memo, Notice of Award, Bid Tab
Suggested Disposition: Receive and File; Approve

6.

Personnel Action	Employee	Department	Date	Position
Appointment	Anthony Catani	Police	1/4/22	Patrol Officer I
Appointment	Jarrett Hyatt	Police	1/4/22	Patrol Officer I
Appointment	Madison Puryear	Police	1/4/22	Patrol Officer I
Appointment	Jeremy McGruder	PW/Solid Waste	1/18/22	Tech I
Appointment	Zach Barker	Parks & Rec	2/01/22	Parks & Rec Supervisor
Retirement	Sharon Ganote	City Manager	1/31/22	Administrative Aide Authorize payout of accrued leave
Resignation	Chris Marston	Sewer	1/14/22	Sewer Tech I Authorize payout of accrued leave
Resignation	Tyler Owens	Police	1/13/22	Patrol Officer II Authorize payout of accrued leave

Attachments: Sharon Ganote letter of retirement; Chris Marston letter of resignation, Tyler Owens letter of resignation

Suggested Disposition: Receive and File; Approve

BOARDS

1. **Civil Service Board for Police & Fire** - Reappointment of Corey Bellamy expiring 2-28-24.

Attachments: Letter from the Mayor, Appointee information

Suggested Disposition: Receive and File; Approve

2. **Civil Service Board for Police & Fire** - Appointment of Dantrea Hampton (replacing Raymond Carter) expiring 2-28-24.

Attachments: Letter from the Mayor, Appointee information

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 37.12(A)(12) RELATING TO HOLIDAY PAY AND HOLIDAY LEAVE”. This ordinance had its First Reading on December 20, 2021. Summary: This ordinance amends Section 37.12(A)(12) of the City of Frankfort Code of Ordinances which establishes Holiday Pay and Holiday Leave to add an additional day to the Christmas holiday.

Attachments: Memo, Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

2. **Second Reading**

“AN ORDINANCE REZONING PROPERTY LOCATED ON REILLY ROAD WITH THE ADDRESS OF 14 & 16 REILLY ROAD, MORE SPECIFICALLY DESCRIBED AS PVA MAP NUMBERS 061-00-00-072.00 AND 061-00-00-070.00 FROM GENERAL COMMERCIAL DISTRICT (CG) TO GENERAL INDUSTRIAL DISTRICT (IG)”. This ordinance had its First Reading on December 20, 2021. SUMMARY: This ordinance approves a zone map amendment for the properties with the addresses of 14 and 16 Reilly Road more specifically described as PVA map Numbers 061-00-00-072.00 and 061-00-00-070.00, from General Commercial District (CG) to General Industrial District (IG).

Attachments: Memo, Ordinance, Legal Description of Subject Property, Staff Report Reviewed by the Frankfort/Franklin County Planning Commission, Approved Minutes from the November 18, 2021 Planning Commission Meeting

Suggested Disposition: Receive and File; Adopt Ordinance

3. Second Reading

“AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 90.07 RELATING TO STOCKYARDS/BARN/PENS FOR LIVESTOCK OR EXOTIC ANIMALS AND ADOPTING A NEW 90.08 RELATING TO URBAN BACKYARD CHICKENS”. This ordinance had its First Reading on December 20, 2021. Summary: This ordinance (1) amends City of Frankfort Ordinance 90.07 relating to Stockyards/ Barns/ Pens for Livestock or Exotic Animals to clarify language relating to the agricultural zone exemption; and (2) establishes a new Section 90.08 governing Urban Backyard Chickens, including requirements for the type and number of birds allowed; standards for housing chickens in a safe and sanitary condition; permitting requirements; and enforcement and penalties for noncompliance.

Attachments: Memo, Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

4. Second Reading

“AN ORDINANCE AMENDING ORDINANCE NO. 13, 2021 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2021-2022”. This ordinance had its First Reading on January 10, 2022. Summary: This ordinance amends Ordinance No. 13, 2021 Series, appropriating the revenue to be received by the City for the Fiscal Year 2021-2022 by adding the following expenditures and transfers as noted:

General Fund-\$776,832 (aggregate total)

Transfers from General Fund-\$100,000 (aggregate total)

Capital Improvements-\$100,000 (aggregate total)

And by adding the following revenue:

General Fund -\$215,000 (aggregate total)

Attachments: Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

5. Harrods Lease for Capitol View Park

Attachments: Memo, Lease, Map

Suggested Disposition: Receive and File; Approve

6. Sustainable Strategies DC Contract Renewal

Staff requests authorization to renew the annual contract with Sustainable Strategies DC for 2022 to aid in Identifying Funding Opportunities, Building Frankfort's Competitive Advantages, Grant Writing Assistance and Support, Stakeholder Support and Advocacy. The City has been under contract with Sustainable Strategies DC since 2019 and has been the recipient of over \$8.9 million dollars in grant funds during this time. Staff would like to continue this relationship with Sustainable Strategies DC and renew the contract with the same terms of \$6,000.00 per month for a 12-month period. Total cost of the contract will be \$72,000.00 over 12 months.

Attachments: Memo, Contract, Cost Benefit Analysis

Suggested Disposition: Receive and File; Approve

7. Sewer Extension Contract with 2020 Center, LLC – Sewer

The purpose of this memorandum is to request City Commission approval for a sewer extension contract with 2020 Center, LLC. 2020 Center, LLC owns the property at 2020 Lawrenceburg Road and wishes to construct a sewer extension for future development of that property. The developer of 2020 Center, LLC located at 2020 Old Lawrenceburg Road has requested a sanitary sewer extension to serve this property. Through the review process, FSD has put numerous hours of work in helping the developer and engineer and were met with resistance during the entire design process. FSD attempted to steer the developer in a better direction multiple times but the developer decided to pursue the issue with the City Solicitor and the City Manager. FSD put the sewer extension on the June agenda for approval and the City Commission removed it from the agenda due to concerns from neighboring homeowners.

FSD then set up a meeting with the developer, developer's engineer and the adjacent homeowners. The developer was adamant that he would not pay for any of the fencing removal or replacement due to his project. FSD agreed to shoulder the cost of the fencing removal and replacement. FSD gave the Commission an update during the August meeting and the Commission had concerns with FSD shouldering the cost of the fencing removal and replacement, as this is historically a cost born by the developer for private projects such as these. The Commission asked staff to investigate other options.

FSD set up another meeting with the City Solicitor, City Manager and the developer. The City Manager made it very clear in the meeting that the Commission would not approve the sewer extension through the back yards of the homeowners with the City bearing the cost of the fencing. The developer agreed to look at other areas and send it back to FSD for review. FSD prepared a preliminary cost estimate for the developer and found the alternate route which would not impact any homeowners to be comparable in cost to the original.

After another meeting in December, the developer presented sufficient evidence that the project would be more costly than originally expected. The developer also agreed to bear the cost of having the fences replaced by the homeowners. Even with this concession the homeowners are going to be upset but this should ease most of their concerns moving forward. Staff recommends the City Commission approve the sewer extension contract with 2020 Center, LLC. Once the Sewer Extension is approved, FSD will send a letter to the KDOW for final approval from the State.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

8. Industrial Revenue Bonds/ Prescient Resolution & MOA

Attachments: Memo, Resolution & MOA

Suggested Disposition: Receive and File; Approve & Adopt Resolution

9. Federal Transit Administration (FTA) CARES Grant Transit Center/Parking Garage Project YMCA Mitigation Memorandum of Agreement (MOA)

In the spring of 2020, the City of Frankfort was notified of the Kentucky Transportation Cabinet's (KYTC) interest in providing a large FTA CARES grant to assist in funding the Transit Center/Parking Garage project located on Parcel B. Since that time, City staff has been working with KYTC and FTA's Atlanta Office to identify and provide a variety of information to complete the formal grant application process. Some of this information concerned the Section 106 environmental review process. The last piece of information that will complete this process is a mitigation MOA that addresses the YMCA Building located on Parcel C. FTA had determined earlier that all of Parcels B and C had to be considered in the cultural historic resources review. As a result, the YMCA Building was determined eligible for the National Register of Historic Places (NRHP). Due to the NRHP eligibility of the YMCA Building and the fact that it would be demolished during the redevelopment of Parcels B and C, a mitigation plan had to be developed. Over the past few months, City staff has worked with KYTC and FTA to develop an acceptable mitigation MOA. The City Solicitor reviewed the draft and asked that we forward it to KYTC for their review. Yesterday, we received KYTC's request to finalize the MOA and to affix City signatures and return it to them. Since City staff has been cooperating with KYTC and FTA since the spring of 2020 to get to this last step in the grant application process, we request that the YMCA Mitigation MOA be presented to the Board of Commissioners for their approval at their Monday, January 25, 2022 meeting. Upon receiving their approval, the appropriate signatures will be affixed, and we will forward it to KYTC for their signatures and to forward it on to FTA. We expect that the FTA CARES grant will be awarded to the City of Frankfort in the very near future.

Attachments: Memo, Memorandum of Agreement (MOA)

Suggested Disposition: Receive and File; Approve

NEW BUSINESS

UNFINISHED BUSINESS

EXECUTIVE SESSION

EXECUTIVE SESSION PER KRS 61.810(1)(C) LITIGATION, DISCUSSIONS OF PROPOSED LITIGATION OF THE PUBLIC AGENCY RELATED TO PAST PERSONNEL MATTERS. ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT