

AGENDA

REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500 ~ www.frankfort.ky.gov

February 24, 2020
5:00 PM

INVOCATION

Rev. John Opsata – First Christian Church

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Presentations:

- Ms. Nicole Konkol is a professional archaeologist and concerned citizen of Frankfort. Ms. Konkol will offer a comprehensive overview of the known archaeological sites within Leslie Morris Park along with preservation tools currently in place and other preservation tools for consideration. A conservation easement on the entire 133 acre park may be discussed.

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 – January 13, 2020 Work Session; January 27, 2020 Regular Meeting

2. 2020 Certified Local Government Grant – Staff Training/Travel – Grants

Staff requests permission to submit a Certified Local Government Grant application to send staff to attend a National Preservation Conference. This is the only national conference focused on the issues facing local historic preservation commissions and historic districts. The biennial conference offers dozens of educational session and discussion panels, mobile workshops and tours, and five days of non-stop networking for staff representing local, state and national organizations and government agencies. This conference will give staff valuable resources and training opportunities. The National Preservation Conference will offer a variety of topics on preservation that will enable staff to better serve the needs of the citizens of Frankfort. Examples at previous conferences include Historic Preservation Funds, Engaging New Generations in Saving Places, Digital Tools for Heritage Conservation and Tax Credits: The Rest of the Story. A Certified Local Government Grant in the amount of \$5,000.00 is being requested by the City of Frankfort to cover the costs of registration, travel and per diem for one staff member. 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. The match will need to be funded from the General Fund in the upcoming budget. 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 2020-2021 Budget.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

3. Solid Waste Disposal and Recycle Materials Transportation Bid Award – Public Works

The Solid Waste Division of Public Works is seeking commission approval to enter a five (5) year contract with Republic Services of Kentucky, LLC for both solid waste disposal at a landfill and recycle material transportation to a recycling center as well as for the Mayor to sign all related documents. The Solid Waste Division has a responsibility to its customers to provide reliable waste management solutions. These include residential curbside collection of both solid waste and recycle materials. The Solid Waste Division has historically collected both waste streams. The collected solid waste is then transported by City employees to a landfill for disposal. Collected recycle materials are stored at the Recycle Center until they are hauled by a third party to a recycle facility for processing. In order to continue providing these services, Solid Waste solicited bids for both landfill disposal and recycle material transportation services.

Bid solicitation resulted in two (2) proposals. A brief comparison of quotes for year 1 is available below.

Bidder	Permitted Landfill	Landfill Rate	Recycle Hauling Rate – primary location	Recycle Hauling Rate – secondary location
Rumpke of Kentucky, Inc.	Montgomery County Landfill – Jeffersonville, KY	\$27.50/ton	\$475.00/load	\$650.00/load
Republic Services of Kentucky, LLC	Benson Valley Landfill – Frankfort, KY	\$30.94/ton	\$229.01/load	\$304.01/load

Based on the proposed rates and the cost for the City to transport to the Permitted Landfill location, the Solid Waste Division is prepared to enter into a five (5) year contract with Republic Services of Kentucky, LLC. The described services are accounted for in the Solid Waste budget and will be paid for from the Other Services account, 100.65.53295.

Attachments: Contract between City of Frankfort, Franklin County & Republic Services of Kentucky, LLC
Suggested Disposition: Receive and File; Approve

4. Contractor for Two Way West Main Street Conversion project – Public Works

This memo is to request approval by the City Commission for the City to enter into a contract with **Arrow Electric Co., Inc. in the amount of \$65,185.00** for the Conversion of West Main Street to Two Way traffic, by revising striping and signage and placing a new traffic signal at the Ann Street intersection, and to authorize the Mayor to sign all related documents. The Two Way West Main Street Conversion project was originally bid out in 2017 with curb and storm sewer reconstruction, but the cost was determined to be too high at that time. Public Works then decided to remove curb modifications and bid again in 2019, but no bids were received. The City has advertised for bids for this project again. We are reaching out to contractors as well as making plans available on Demand Star and at Lynn Imaging to attract competitive bids. Bids were opened on February 19, 2020 and two (2) bids were received. Bids were opened and they were reviewed for responsiveness and the lowest and best evaluated bid was determined to be Arrow Electric Company, Inc. with a total bid of \$65,185.00. The other bid received was from Signal Power and Light Inc. and was a total of \$77,700.00. The consultant, Vaughn and Melton has submitted a recommendation letter and bid summary (attached). We recommend approval to award the contract to Arrow Electric Co., Inc. in the amount of \$65,185.00. The funding is available in the Capital Account 530.90.56551 as approved in the 2019-2020 fiscal year budget, and to authorize the Mayor to sign all related documents.

Attachments: Contract, Bid summary, Bid recommendation letter
Suggested Disposition: Receive and File; Approve

5. Recollect App – Public Works

The Solid Waste Division of Public Works is seeking commission approval to enter into a three (3) year contract with Recollect Systems for use of their Waste Wizard tool bar and app and for the Mayor to sign all related documents. Solid Waste is requesting approval to enter into a three (3) year contract with Recollect Systems for the use of their Waste Wizard app for smartphones and website toolbar. The use of the app and toolbar would allow residents of both the city and county to search for the proper way to dispose of or recycle household items. The residents will also be able to search for their collection day and service provider, sign up for notifications due to changes in schedule for any reason whether it's a holiday or weather-related delay, and other waste-related information. The app and toolbar will be available to residents 24 hours per day, relieving the need for an employee to search for answers and return phone calls. The website toolbar would be placed on the City's website and the app would be available for iPhone and Android smartphone users free of charge. The tentative name for the app is Frankfort and Franklin County Solid Waste. The contract will be a cost of \$4,925 yearly with funding available in the Solid Waste Other Services account (100.65.53295).

Attachments: Memo, agreement
 Suggested Disposition: Receive and File; Approve

6. MS4 Consultant - Public Works

Public Works is seeking approval of the reassignment of the contract with Tetra Tech, Inc. to Stantec Consulting, Inc. for engineering consulting services related to the City's MS4 program and authorization for the Mayor to sign all related documents. The City of Frankfort is an MS4 community and therefore required to meet certain EPA mandated standards. The Public Works Department relies upon a consulting engineer to provide services to assist in meeting those requirements. Those services include, but are not limited to, updating Ordinance text, preparing annual reports, and preparing the five-year Storm Water Quality Master Plan (SQWMP). In 2015, Public Works chose the consulting firm of Burgess and Niple through an RFP process. In August 2017, following the move of a key staff member to the firm of TetraTech, Burgess and Niple and TetraTech signed the attached Assignment of Contract to allow that particular employee to continue to act as our consultant. Now, the key staff member is an employee of Stantec Consulting Services, Inc. and we desire to assign the contract to the new company. The cost of these services are not to exceed \$30,000. Funds for the MS4 Consulting services are included in the FY 20-21 budget up to \$30,000 in the Stormwater account # 735.00.51100.

Attachments: Contract Assignment, Stantec Small Project Contract, Original Contract, 2017 Contract Assignment
 Suggested Disposition: Receive and File; Approve

7. Contract with McClain's Mowing Services – Planning

Authorization of an agreement with McClain's Mowing Services to provide mowing, weed eating and bush hogging services in accordance with the stated specifications found in the City's Invitation to Bid No. 219202-71 and to authorize the Mayor to sign all related documents. The previous mowing contract for the Planning Department began in 2017 and was eligible for rebid in late 2019. The City went through the process of advertising for these services through two different Invitations to Bid in late 2019/early 2020. The bids were tabulated by the Finance Department Purchasing Division and McClain's Mowing Services was the low bid. Funds are budgeted in Planning Account No. 100.70.53295.

Attachments: Memo, contract
 Suggested Disposition: Receive and File; Approve

8. AECOM Amendment #2 -Two Creeks Upper and Blanton Acres I&I Reduction Project – Sewer

This memo is to request commission approval for Amendment #2 to AECOM's Contract for Two Creeks Upper & Blanton Acres I&I reduction project in the amount of \$29,305.00, and for the Mayor to sign all related documents. The Two Creeks & Blanton Acres I&I Reduction Project was awarded for construction to Insituform Technologies in January 2019. During construction the contractor and engineer found several unforeseen issues on the project which has delayed the project. The Sewer Department requested a time extension in December 2019. This amendment covers the cost associated with the extension and the extra Residential Inspection Services for this project. This total cost for this amendment is \$29,305.00. This amendment is \$29,305.00. This project is in the budget and funds are available in account 300.68.56555. Total project budget is \$1,400,000.00.

Attachments: Memo, Amendment # 2
 Suggested Disposition: Receive and File; Approve

9.

Personnel Action	Employee	Department	Date	Position
Transfer	Ernie Howard	PW/Solid Waste	2/4/20	PW Tech III
Appointment	Alicia Barnes	Police	2/4/20	Patrol Officer
Appointment	Bruce Smith	PW/Transit	2/18/20	Transit Driver
Resignation	Jennifer Jenkins	Finance	2/20/20	Finance Director Authorize payout of accrued leave

Permission to make one (1) conditional offer of employment and one (1) alternate conditional offer 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.

Attachments: Jennifer Jenkins letter of resignation
 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 REZONING PROPERTY LOCATED NEAR THE INTERSECTION OF DARBYSHIRE CIRCLE AND RIVER BEND ROAD WITH THE ADDRESS OF 101 DARBYSHIRE CIRCLE AND CONTAINING 0.85 ACRES, MORE SPECIFICALLY DESCRIBED AS PVA MAP #048-00-00-030.03, FROM PLANNED COMMERCIAL DISTRICT (PC) TO LOW DENSITY MULTIFAMILY DISTRICT (RL)". This ordinance had its First Reading on January 27, 2020. Summary: This ordinance approves a zone map amendment for the 0.85 acre property located at the intersection of Darbyshire Circle and River Bend Road with the address of 101 Darbyshire Circle more specifically described as PVA map #048-00-00-030.03, from Planned Commercial District (PC) to Low Density Multifamily District (RL).

Attachments: Memo 101 Darbyshire Circle Zone Change; Ordinance 101 Darbyshire Circle Zone Map Amendment; Darbyshire legal description; Darbyshire Circle Zone Map Amendment; PC minutes 11-14-19 Darbyshire Circle
Suggested Disposition: Receive and File; Adopt Ordinance

2. Second Reading

"AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.33 RELATING TO MAYOR AND COMMISSIONER SALARY RATES". This ordinance had its First Reading on January 27, 2020. Summary: This ordinance amends Section 37.33 of the City of Frankfort Code of Ordinances to reflect the salaries of City elected officials as of July 1, 2019 and clarify that salaries of City elected officials shall be annually adjusted by the lesser of the annual salary adjustment granted to City employees in Ordinance §37.38, or the increase in the consumer price index for the previous year as calculated by the Kentucky Department for Local Government.

Attachments: Memo BOC Salary Ordinance; Ordinance Amendment BOC Salary
Suggested Disposition: Receive and File; Adopt Ordinance

3. Second Reading

"AN ORDINANCE AMENDING ORDINANCE NO. 9, 2019 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2019-20". This ordinance had its First Reading on February 10, 2020. Summary: To summarize an ordinance amending the 2019-20 budget to provide monies for the City of Frankfort to fund the following:

- 1) 2019 Downtown Revitalization Grant (\$100,000)
- 2) Fire Training Grant (\$13,000)
- 3) FIS Reimbursement 2017 Contract (\$34,303)
- 4) Humane Society Building Study (\$26,463)
- 5) Women's Shelter (\$10,000)
- 6) Lump sum contribution of sick leave for retired employees to KRS & not included in budget (\$154,346)
- 7) New ambulance engine (\$32,000)
- 8) Purchase and up-fitting of two vehicles and costs to transfer useable equipment to existing 2017 Explorers (\$66,924)
- 9) Dolly Graham Park Renovation Project (\$500,000)
- 10) Pedestrian bridge over Benson at River View Park Safety/Structural Inspection (\$15,000)
- 11) Field Lighting to Legends and Williams Field – Capitol View Park (\$10,000)
- 12) Increase in Downtown Reinvestment Grant (\$50,000)
- 13) Increase in Neighborhood Reinvestment Grant (\$22,000)
- 14) Concert Stage and Associated Costs (\$125,000)
- 15) Parks Master Plan (\$125,000)
- 16) Sower Fields-Lighting (\$485,000)
- 17) Thorobred Trail (\$232,476)
- 18) Unanticipated revenues (\$946,629)

Total 2019-2020 Budget amendment \$ 1,054,833

Attachments: Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

4. Surplus 4 Transit Buses & Order – Transit/Public Works

Transit requests permission to surplus (4) four 24 +2 Cut-A-Way Buses and authorize the Mayor to sign all related documents. Transit received grant funding to replace the aging vehicles in 2019. The grant funds were requested due to the age, condition and increasing maintenance costs of the current buses. Transit requests to surplus the buses due to the arrival of the replacement buses.

The buses available for surplus are as follows:

#	Make/Model	Year	Mileage	VIN #	EMARS #	Purchase Date
82	Chevy/ 5500 Kodiak	2009	247,883	1GBE5V1949F403866	G928F2Z	11/7/08
90	Chevy/ 5500 Kodiak	2009	206,227	1GBE5V1969F407255	G30F209Z	6/1/11
76	Ford/ F-550	2012	158,299	1FDGF5FT8CEC97600	G30F209Z	1/14/13
79	Ford/ F-550	2012	164,351	1FDGF5GTXCEC97601	G30F209Z	1/14/13

Transit requests to surplus the buses and allocate any revenue into the Transportation Improvement Account (530-00-46300). This revenue can be used to purchase new transit vehicles in the future.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

5. Street Department Surplus Vehicles, Equipment & Order – Streets/Public Works

This memo is to request authorization to surplus and sell inventory and vehicles and for the Mayor to sign all related documents. Currently the streets/floodwall divisions has (2) dump trucks and (1) leaf vacuum. All (3) of these have been replaced with new equipment. The units to surplus are 62064, 2005 Chevrolet 8500 Dump Truck. This truck has 47,058 miles. It does not run. It has major engine issues. Unit 62045, 2002 GMC C-8500 Dump Truck: This truck has 36,187 miles. It also has major engine issues, doesn't run and has corrosion in the bed. Pull behind leaf vacuum, Unit 62L1b, 2002 SCL800 TM model. Main shaft is broken in vacuum assembly. The Street division is requesting that these (3) units be placed before the City Commission to be surplus. Then will be placed on GOV DEALS. Com. All monetary proceeds will then be placed into the City's general fund.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

6. Order for Surplus Property – Police Department

The purpose of this memorandum is to request the surplus of equipment such as laptops, monitors, radios, batteries, etc. (see Appendix A) owned by the City and have that equipment be disposed of according to KRS 82.083 and authorize the Mayor to sign all related documents. KRS 82.083 governs methods and requirements for disposing of surplus real and personal property. Each time property is sold or otherwise disposed of; there must be a written determination by the City describing the property, its intended use at the time of acquisition, the reasons why it is in the public interest to dispose of it, and the method of disposition. This equipment was useful to the City and the Police Department at the time of purchase, but has fallen into disrepair, unusable, or is un-repairable at this time. It is taking up space in the Police Department that is considered valuable training space. This equipment is taking up space in the Public Safety Building. The department has no use for it due to the age of the equipment and it's compatibility with current equipment. If approved the equipment that is in disrepair or, for other reasons, unusable will be destroyed. Any operational equipment will be sold on electronic auction.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

7. Downtown Reinvestment Task Force Recommendation – Grants

Staff requests authorization to award the \$50,000.00 Downtown Revitalization Grant to the property owners of 104-112 Broadway (the Broadway Building, LLC) as recommended by the Downtown Revitalization Grant Task Force. The Task Force also recommends if additional funds of \$50,000.00 are approved by the Commission in a proposed budget amendment to award \$30,000.00 to property owners of 215 West Main Street (Peach Properties Commercial, LLC) and \$20,000.00 to the property owners of 307-309 West Main Street (Firehouse Investments, LLC). The initial \$50,000.00 grant is in the current budget and an additional \$50,000 is proposed in a budget amendment.

Attachments: Memo, Final Score Sheet

Suggested Disposition: Receive and File; Approve

8. Franklin County Humane Society Resolution – City Manager

Attachments: Resolution

Suggested Disposition: Receive and File; Adopt resolution

NEW BUSINESS

UNFINISHED BUSINESS

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

ADJOURNMENT