

1. Meeting Documents

Documents:

[COMMISSION MEETING NOTES MARCH 26, 2018 .PDF](#)
[REGULAR MEETING MARCH 26, 2018 .PDF](#)

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Frankfort City Commission Meeting Notes

The information provided below is a preliminary, unofficial summary of the most recent meeting of the Frankfort City Commission. This information is not the official minutes of the meeting, which are required to be reviewed and approved by the City Commission. The official minutes of the meetings can be found on the City of Frankfort website at Frankfort.ky.gov, after the official minutes have been reviewed and approved by the City Commission.

Monday, March 26, 2018

**Frankfort City Commission Meeting – 5:00 p.m
City Hall**

Mayor/Commissioners in Attendance

Commissioner Tommy Haynes

Commissioner Scott Tippet

Commissioner Robert Roach

Commissioner Lynn Bowers

Ceremonial Items

Promotions:

Promotion of John Crum in the Fire Department from Firefighter II to Sergeant.

Citizens' Comments

- Richard Sandifer, Franklin County Constable addressed the Commission concerning speed limit reductions for both Second Street and Shelby Street. The Commission indicated those were state roads and directed staff to research options.
- Barry Alberts of CityVisions gave an update on progress of the Capital Plaza/Downtown Master Plan. Mr. Alberts said he and his team had been gathering information and opinions one on one, in small groups and in large community meetings.
- Nathan Van Sickel, President of the Tanglewood Neighborhood Association, addressed the Commission with concerns about Frankfort Plant Board's Headend building including the timing of the project, fencing, landscaping and parking lot demolition.

Consent Calendar

Items below were on the March Consent Calendar and are considered to be routine by the Board of Commissioners. These items were enacted by one motion and one vote.

Louisville Hill Erosion Control Engineering Agreement

The Commission approved a Professional Services Agreement with HMB Professional Engineers for the surveying, design, bidding, construction and inspection services for bank stabilization at the Louisville Hill Stormwater Outfall. A large area of erosion has created a dangerous situation below this outfall. An engineered solution is required to replace the soil and stabilize the bank to prevent any future erosion. The Sewer Department has

received three proposals for this project and after evaluation HMB was determined to be the best qualified. Their price was also the lowest at \$34,700.00. Proposals were also received from Kenvirons at \$43,000.00 and Redwing Ecological at \$44,500.00. The engineering cost for this project is \$34,700.00.

Easement Release for MO Holdings

The Commission approved the release of a side lot utility easement in Westridge Subdivision. MO Holdings owns the Westridge development and has a potential buyer that would like to buy two lots and consolidate them to make one larger lot. MO Holdings wishes to consolidate these lots to make one larger lot. Frankfort Sewer Department currently has no facilities in this easement and does not foresee any need for the easement in the future. This is a standard easement that is created along every lot line for potential future utility needs. There are no alternatives that will allow MO Holdings to develop the property as desired.

Amendment 4 to Agreement with Palmer Engineering for Fort Boone Pump Station Project

The City Commission approved Amendment 4 to a Professional Agreement with Palmer Engineering Company, Inc. for the completion of design and construction services for the Fort Boone pump station project. In June 2015 the commission approved a contract with Kenney Construction to construct the Fort Boone Pump Station. Kenney Construction started the project but due to conflicts with gas lines halted the project in December 2015. Due to Kenney Construction not returning to the jobsite the Commission voted to terminate the contract and activate the performance bond. This amendment is to cover the additional costs incurred by the design engineer in dealing with the contractor leaving and additional work required for submitting the claim to the Bonding Company. Due to the default of the initial contractor on this project the design engineer has incurred extra time dealing with issues of extra meetings and required documentation to submit claims to the bonding company. The bonding company is willing to reimburse \$19,890.00 under the bond.

Smith and Loveless Purchase

The Commission approved the purchase a replacement pump for the plant Pist-a-Grit system and authorize the Mayor to sign all related documents. The Pist-a-Grit system removes grit from the influent flow to the plant. As the flow comes into the plant it flows through the bar screen and then to the Pist-a-Grit. This system runs 24 hours a day to remove grit from the plant. This purchase requisition will provide the necessary replacement pump for this system and this pump has been repaired twice over the past 10 years. This pump is the main part of the system that pumps the influent up into the system. When this pump goes down plant staff has to open the bypass line up so that the grit does not solidify in the bottom of the system. Smith & Loveless is the manufacturer of this system and we can only purchase parts from them to replace this pump.

Backflow Prevent Valve at 100 Seminole Trail

The Commission approved the installation of backflow preventer valve at 100 Seminole Trail. and to authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system to automatically qualify.

Backflow Prevent Valve at 306 Paul Sawyer Drive

The Commission approved the installation of backflow preventer valve at 306 Paul Sawyer Dr. and to authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system to automatically qualify.

Postage Machine and Folder/Stuffer Lease

The Commission approved the Finance Department to update their postage and inserter machines and to authorize the Mayor to sign all related documents. Currently, we have an inserter and postage machine that is leased through Pitney Bowes. Finance is having the above machines repaired frequently (Approximately 5-6 years old). The Finance Department runs all of the City’s mail and does numerous mass mailings each quarter so the machines get a lot of use. This makes it vital to insure the machines are reliable and up to date. We currently pay \$2,704.00 a quarter to lease both machines. Pitney Bowes gave the City a quote for new updated machines. The quote is for \$2,277.47 a quarter. This is a net saving \$425.00/quarter. The cost of the inserting machine (\$604.00) will be taken from the finance lease 100.50.56553 account.

2018-2019 Resurfacing Program Bid

The City of Frankfort has advertised for the 2018-2019 resurfacing contract and bids were due on March 19th. We had two contractors bid on the resurfacing project, Randle-Davies Construction Company and H. G. Mays Corporation. H. G. Mays was the low bidder on every unit price item listed in the bid package. A summary of the unit prices are listed below:

| | |
|--|--------------------|
| Asphalt Pavement Milling and Texturing | \$38.50 per ton |
| Bituminous Asphalt Surface | \$76.40 per ton |
| Bituminous Asphalt Base | \$73.40 per ton |
| Bituminous Tack Coat | \$ 3.25 per gallon |

This project will cover two budget years and we will create a PO for the work to be performed prior to June 30th, 2018 and in July we will create another PO for the work to be completed prior to June 30th, 2019.

New Police Vehicle Purchase

The Commission authorized staff to purchase of one (1) 2018 Ford Police Interceptor Utility patrol vehicle utilizing funds from FY 2017-2018 budget. This vehicle will be purchased from Paul Miller Ford through the state contract. Over the past several years, the Police Department has worked to improve the overall quality of the fleet. Through the purchase of an average of 6 new patrol vehicles each year since 2011, that quality has increased. In the past, the Police Department has ordered 3 of these vehicles at the beginning of the budget and 3 at the end of the budget cycle. By ordering this way, it spreads the cost across the whole fiscal year and maintains a balanced budget. Also, with the current number of vehicles in the fleet, 6 vehicles are removed through surplus, to maintain a balance of total vehicles. The Police Department is asking that one (1) vehicle be purchased at this time. The purchase of this vehicle will be the sixth vehicle that was included in the budget. This vehicle will be purchased from Paul Miller Ford.

Rolling Acres Phase 2 I&I Reject Bids for Construction

The Commission authorized the rejections of bids for the Rolling Acres Phase 2 I&I Reduction Project and to authorize the Mayor to sign any related documents. The Rolling Acres Neighborhood was targeted for inflow and infiltration reduction due to known defects in the system as well as identified SSO’s. The SSO’s have been greatly reduced already with Phase 1 of the Rolling Acres project as well as the Myrtle Ave. I&I reduction project. This project will further reduce the chance of backups or overflows in this area. On February 26th bids were opened for this project and 2 bids were received. Each of the bids were evaluated and found to have errors in the “Alternate #1” portion of the bid. The bids are also over \$600,000 apart.

Renewal of Facilities Agreement with FIS

The Commission approved the renewal of a Facilities Agreement with Frankfort Independent Schools. The agreement automatically renews on an annual basis for a period of five (5) years. This agreement was last signed in 2013. The agreement allows the City and the Board use of the facilities owned and/or operated by the other party as specified in the agreement.

Renewal of Facilities Agreement with the Franklin County Board of Education

The Commission approved the renewal of a Facilities Agreement with the Franklin County Board of Education. The agreement automatically renews on an annual basis for a period of five (5) years. This agreement was last signed in 2013. The agreement allows the City and the Board use of the facilities owned and/or operated by the other party as specified in the agreement.

Waive PILOT for Housing Authority

The Commission approved a request from the Frankfort Housing Authority for a waiver of the payment in lieu of taxes (PILOT) for 2014-2015. The Housing Authority of Frankfort property tax due the City would be approximately \$18,000.00 for 2014 & 2015. The letter dated 7/6/17 requests a waiver of payment of the PILOT of \$24,290.58 for 2014 & \$23,157.25 for 2015 which appears to include taxes from other agencies. The Housing Authority of Frankfort requires that this letter be approved annually by the City Commission to receive their Annual Overhead Allocation money from the Federal Government.

2018 Waste Management Recycling Assistance Grant Application

The Commission authorized the submission of an application for a 2018 - 2019 Kentucky Recycling Grant application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to recycling such as equipment, printing/and educational materials and funds to hire an intern to create and present Recycling curriculum and authorizing the Mayor to sign all grant documents. The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling Grant Program that can aid in recycling costs. The Solid Waste Department would like to apply for funds for equipment, Printing/and Educational materials and funds to hire an intern to create and present Recycling curriculum Costs for these items total will not exceed \$60,000.00. The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for our recycling program exceeds \$180,000.00 which more than meets the 25% match requirement. In the past the Education and Advertising funding has been used for print and radio ads as well as to purchase educational materials for classroom presentations.

Personnel

Resignation of Lindsey Barnett, Police/E911, 3/14/2018, Telecommunicator II
Resignation of Isiah Jackson, Sewer, 3/23/2018, Plant Operator I
Resignation of Erik Ferguson, PW/Solid Waste, 3/30/2018, PW Tech I
Resignation of John Hall, PW/Transit, 3/15/2018, Transit Driver
Retirement of Jason Parido, Fire, 2/28/18, Fire Sergeant
Promotion of John Crum, Fire, 4/3/2018, Firefighter III to Sergeant
Promotion of Daniel Doss, PW/Streets, 3/6/2018, PW Tech IV to Streets Foreman
Appointment of Larry Curtis, Police, 3/20/2018, Patrol Officer I
Appointment of Craig Gonzales, Police, 3/20/2018, Patrol Officer I
Appointment of Andrew Royce, Police, 3/20/2018, Patrol Officer I
Appointment of John Kendell, Police, 3/20/2018, Patrol Officer I
Appointment of Dylan Woods, Police, 3/20/2018, Patrol Officer I
Appointment of Jordan Lewis, Police, 4/3/2018, Patrol Officer II
Appointment of Sara Gibson, City Manager, 4/3/2018, Administrative Aide

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.

Board Appointments

Civil Service Board

Fred Troutman, reappointment for a term ending 2/28/21.

ACTION ITEMS

Rezoning Property at 111 Capital Avenue

SECOND READING: The Commission adopted an ordinance rezoning property located at 111 Capital Avenue and owned by Charles and Rita Booe from General Commercial (CG) to Special Capital (SC).

Special Events

SECOND READING: The Commission adopted amendments to the Frankfort Code of Ordinances relating to Parades and Special Events.

Director of Planning and Building Codes Position

FIRST READING: The Commission heard a first reading of an Ordinance amending the City of Frankfort Code of Ordinances relating to the Director of Planning and Building Codes position. The Ordinance will amend the title of the position to be Director of Planning and Community Development. This Ordinance is scheduled to have its Second Reading in April.

Police Department Promotions

FIRST READING: The Commission heard a first reading of an Ordinance amending the City of Frankfort Code of Ordinances relating to Police Department promotions and provide for the position of Assistant Police Chief. This Ordinance is scheduled to have its Second Reading in April.

Police Department Surplus List and Orders

The Commission approved a surplus list and Order to declare certain property as surplus. The Police Department, from time to time, collects property for surplus either through court order or through forfeiture orders. Evidence Sergeant Joel Dunmire completed two surplus forms for property and needed the property to be deemed surplus.

Surplus of Four Ballistic Vests

The Commission authorized the surplus of four Ballistic vests that are expired and out of service. FPD was contacted by the Anderson County Kentucky Coroner in need of four ballistic vests for his deputy coroners. The department had in possession several old expired ballistic vests no longer in use. Although the vests are expired that doesn't mean they won't protect officers. Instead of throwing these away, the Police Department requested the vests be given to an agency that would put them to use.

Police Surplus and Purchase of Vehicles Order

The Commission authorized an Order for the surplus of 2 additional vehicles, to approve the trade of 8 total surplus vehicles to Frankfort Toyota and the purchase of 2 new unmarked vehicles from Frankfort Toyota. Currently, the parking enforcement officers are driving a 2005 Ford Crown Victoria and are also issued the GEM. This Crown Victoria is a converted police car and over time has become inefficient and the cost of upkeep is increasing. The GEM is an impractical vehicle that has limited use. One of the vehicles that was already put in surplus during the January 2018 Board of Commissioners Regular meeting came from the Criminal Investigations Division. The second vehicle that will be purchased will replace that surplus vehicle. The Police Department already has 6 vehicles in surplus and these two vehicles will bring that total to 8. Frankfort Toyota has agreed to trade these 8 vehicles for a \$9,500 credit toward the purchase of two new unmarked vehicles. The first vehicle

will be a 2018 Toyota Camry, purchased on state contract for \$22,446.00, which will be issued to the Criminal Investigations Division. The second vehicle will be a 2018 Toyota Prius and will be purchased for \$22,990.00. This vehicle will be assigned to Parking Enforcement. The total for the purchase of the 2 vehicles (with the trade credit of \$9,500.00) will be \$35,936.00. The up-fit for both vehicles will be completed by L&W Emergency Equipment, through approved state contracting, for \$3,720.00 (Camry) and \$1,513.00 (Prius) each. The total up-fit will be \$5,233.00. The purchasing and up-fit for both vehicles will cost \$41,169.00

Discussion of Budget Presentation/Reservoir Meeting

The Commission agreed to a schedule for department budget presentations for Monday, April 9 at noon in City Hall. The Commission also scheduled a Special Meeting to discuss the Frankfort Reservoir for Monday, April 16 at 5 p.m. at City Hall.

Burgess and Niple Amendment #2

The Commission approved Amendment 2 to the Professional Services Agreement with Burgess and Niple for additional Construction Administration (CA) and Inspection Services for the Manhole Rehabilitation project, to extend the completion date to June 30, 2018, and authorize the Mayor to sign all related documents. In October 2014, Burgess and Niple entered into agreement to investigate manholes in Two Creeks Lower Subdivision and design rehabilitation plans for these manholes. Burgess & Niple would produce a complete bid package of plans and specifications for the Two Creeks Lower manhole rehabilitation as well as for the Indian Hills, Cardinal Hills, and Tierra Linda Subdivisions. Burgess and Niple performed investigation and preliminary rehab design for Cardinal Hills, Tierra Linda, and Indian Hills from a separate prior agreement. In February, 2017 the Commission approved Amendment 1 to the Professional Services Agreement that included additional design scope and Construction Administration and Inspection Services in the amount of \$106,506.00. Burgess and Niple is now requesting an amendment to their contract to cover the remaining construction period. Burgess and Niple provided an estimate to be charged according to their rate schedule with a fee not to exceed \$41,606.00.

Revised 3-23-18

AGENDA

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

**March 26, 2018
5:00 P.M. (EDT)**

INVOCATION– REV. 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 individual will be recognized:

Promotions:

Promotion of John Crum in the Fire Department from Firefighter III to Sergeant.

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 – February 12, 2018 Special Meeting; February 12, 2018 Work Session; February 26, 2018 Regular Meeting

2. Burgess and Niple Amendment #2

The purpose of this memo is to request approval from the City Commission for Amendment 2 to the Professional Services Agreement with Burgess and Niple for additional Construction Administration (CA) and Inspection Services for the Manhole Rehabilitation project, to extend the completion date to June 30, 2018, and authorize the Mayor to sign all related documents. In October 2014, Burgess and Niple entered into agreement to investigate manholes in Two Creeks Lower Subdivision and design rehabilitation plans for these manholes. Burgess & Niple would produce a complete bid package of plans and specifications for the Two Creeks Lower manhole rehabilitation as well as for the Indian Hills, Cardinal Hills, and Tierra Linda Subdivisions. Burgess and Niple performed investigation and preliminary rehab design for Cardinal Hills, Tierra Linda, and Indian Hills from a separate prior agreement. In February, 2017 the Commission approved amendment 1 to the Professional Services Agreement that included additional design scope and Construction Administration and Inspection Services in the amount of \$106,506.00. Burgess and Niple is now requesting an amendment to their contract to cover the remaining construction period. Burgess and Niple provided an estimate to be charged according to their rate schedule with a fee not to exceed \$41,606.00. This project is included in the current budget. Funds are available in account 300.68.56555 which has a total budget of \$9,310,000.00 and as of December 31st, \$1,628,818.00 has been expensed and encumbered (Sewer).

Attachments: Request for amendment, Amendment No. 2

Suggested Disposition: Receive and File; Approve

3. Engineering Agreement with HMB Professional Engineers, Inc. for Louisville Hill Erosion Control Project

The purpose of this memorandum is to request approval of a Professional Services Agreement with HMB Professional Engineers for the surveying, design, bidding, construction and inspection services for bank stabilization at the Louisville Hill Stormwater Outfall and authorize the Mayor to sign all related documents. There is a large area of erosion that has created a dangerous situation below this outfall. An engineered solution is required to replace the soil and stabilize the bank to prevent any future erosion. The Sewer Department has received three proposals for this project and HMB was evaluated as the best qualified. Their price was also the lowest at \$34,700.00. Proposals were also received from Kenvirons at \$43,000.00 and Redwing Ecological at \$44,500.00. The engineering cost for this project is \$34,700.00. Funds are available in account 300.68.56555, which has a budget of \$9,310,000.00 and as of January 31st, \$1,918,414 expensed and encumbered (Sewer).

Attachments: HMB Proposal

Suggested Disposition: Receive and File; Approve

4. Easement Release for MO Holdings

The purpose of this memo is to consider approving the release of a side lot utility easement in Westridge Subdivision and authorize the Mayor to sign all related documents. MO Holdings owns the Westridge development and has a potential buyer that would like to buy two lots and consolidate them to make one larger lot. MO Holdings wishes to consolidate these lots to make one larger lot. Frankfort Sewer Department currently has no facilities in this easement and does not foresee any need for the easement in the future. This is a standard easement that is created along every lot line for potential future utility needs. There are no alternatives that will allow MO Holdings to develop the property as desired. The release of the easement has no financial impact on the Sewer Department (Sewer).

Attachments: Plat, Release of sewer easement

Suggested Disposition: Receive and File; Approve

5. Amendment 4 to Professional Services Agreement with Palmer Engineering Company, Inc. for Fort Boone Pump Station Project

The purpose of this memorandum is to request approval from the City Commission for Amendment 4 to a Professional Agreement with Palmer Engineering Company, Inc. for the completion of design and construction services for the Fort Boone pump station project and to authorize the Mayor to sign all related documents. In June 2015 the commission approved a contract with Kenney Construction to construct the Fort Boone Pump Station. Kenney Construction started the project but due to conflicts with gas lines halted the project in December 2015. Due to Kenney Construction not returning to the jobsite the Commission voted to terminate the contract and activate the performance bond. This amendment is to cover the additional costs incurred by the design engineer in dealing with the contractor leaving and additional work required for submitting the claim to the Bonding Company. Due to the default of the initial contractor on this project the design engineer has incurred extra time dealing with issues of extra meetings and required documentation to submit claims to the bonding company. The bonding company is willing to reimburse \$19,890.00 under the bond. The cost of this amendment is **\$30,250.00**. Funds are available in account 300.68.56555 (Sewer).

Attachments: Amendment #4

Suggested Disposition: Receive and File; Approve

6. Purchase Requisition for Smith & Loveless

The purpose of this memo is to request authorization to purchase a replacement pump for the plant Pist-a-Grit system and authorize the Mayor to sign all related documents. The Pist-a-Grit system removes grit from the influent flow to the plant. As the flow comes into the plant it flows through the bar screen and then to the Pist-a-Grit. This system runs 24 hours a day to remove grit from the plant. This purchase requisition will provide the necessary replacement pump for this system and this pump has been repaired twice over the past 10 years. This pump is the main part of the system that pumps the influent up into the system. When this pump goes down plant staff has to open the bypass line up so that the grit does not solidify in the bottom of the system. Smith & Loveless is the manufacturer of this system and we can only purchase parts from them to replace this pump. This will be part of the emergency repair cost that is in the budget (Sewer).

Attachments: Emergency PO, Sole Source form

Suggested Disposition: Receive and File; Approve

7. Backflow Preventer Valve at 100 Seminole Tr.

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to be installed at 100 Seminole Tr. and to authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system to automatically qualify. Funds are available in the 400.68.53295 account. The budget for this account is \$250,000 and as of January 31 this account had \$24,420 expensed and encumbered (Sewer).

Attachments: Agreement, Plumbing quotes

Suggested Disposition: Receive and File; Approve

8. Backflow Preventer Valve at 306 Paul Sawyer Dr.

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to be installed at 306 Paul Sawyer Dr. and to authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system to automatically qualify. Funds are available in the 400.68.53295 account. The budget for this account is \$250,000 and as of January 31 this account had \$24,420 expensed and encumbered (Sewer).

Attachments: Agreement, Plumbing quotes

Suggested Disposition: Receive and File; Approve

9. Approval of Postage Machine and Folder Stuffer Lease

To request approval for the Finance Department to update their postage and inserter machines and to authorize the Mayor to sign all related documents. Currently, we have an inserter and postage machine that is leased through Pitney Bowes. Finance is having the above machines repaired frequently (Approximately 5-6 years old). The Finance Department runs all of the City's mail and does numerous mass mailings each quarter so the machines get a lot of use. This makes it vital to insure the machines are reliable and up to date. We currently pay \$2,704.00 a quarter to lease both machines. Pitney Bowes gave the City a quote for new updated machines. The quote is for \$2,277.47 a quarter. This is a net saving \$425.00/quarter. The cost of the inserting machine (\$604.00) will be taken from the finance lease 100.50.56553 account, the remaining (\$2100.00) will be distributed to all departments postage budgets based on their usage percentage (Finance).

Attachments: Rental Agreement

Suggested Disposition: Receive and File; Approve

10. 2018-2019 Street Resurfacing Program Bid

The City of Frankfort has advertised for the 2018-2019 resurfacing contract and bids were due on March 19th. We had two contractors bid on the resurfacing project, Randle-Davies Construction Company and H. G. Mays Corporation. H. G. Mays was the low bidder on every unit price item listed in the bid package. A summary of the unit prices are listed below:

| | |
|--|--------------------|
| Asphalt Pavement Milling and Texturing | \$38.50 per ton |
| Bituminous Asphalt Surface | \$76.40 per ton |
| Bituminous Asphalt Base | \$73.40 per ton |
| Bituminous Tack Coat | \$ 3.25 per gallon |

This project will cover two budget years and we will create a PO for the work to be performed prior to June 30th, 2018 and in July we will create another PO for the work to be completed prior to June 30th, 2019. Funding for the 2018-2019 Street Resurfacing Program is available in the Municipal Aid Account 535-00-51100. There will be other streets resurfaced this year that are directly tied to utility work but are not included in this contract. Depending on the age and condition of a street, we may pool utility company pavement repair fees to resurface streets with significant disturbances instead of just repairing the trench cuts. Much of the funding for this work will be paid for by the utility companies but some Municipal Aid money will be needed to expand the project to cover the entire street (Public Works).

Attachments: None

Suggested Disposition: Receive and File; Approve

11. New Police Vehicle Purchase

The purpose of this memo is to request the purchase of one (1) 2018 Ford Police Interceptor Utility patrol vehicle utilizing funds from FY 2017-2018 budget and authorize the Mayor to sign all related documents. This vehicle will be purchased from Paul Miller Ford through the state contract. Over the past several years, the Police Department has worked to improve the overall quality of the fleet. Through the purchase of an average of 6 new patrol vehicles each year since 2011, that quality has increased. In the past, the Police Department has ordered 3 of these vehicles at the beginning of the budget and 3 at the end of the budget cycle. By ordering this way, it spreads the cost across the whole fiscal year and maintains a balanced budget. Also, with the current number of vehicles in the fleet, 6 vehicles are removed through surplus, to maintain a balance of total vehicles. The Police Department is asking that one (1) vehicle be purchased at this time. The purchase of this vehicle will be the sixth vehicle that was included in the budget. This vehicle will be purchased from Paul Miller Ford. The cost through state contract for the vehicle will be \$28,108.58. The up-fit will be completed by L&W Emergency equipment, through approved state contracting and the cost will be \$15,801.35. The vehicle will be purchased through budgeted funds from account 100.43.56555 and the up-fit will be paid from account 100.43.56550 (Police).

Attachments: None

Suggested Disposition: Receive and File; Approve

12. Reject Bids for construction- Rolling Acres Phase 2 I&I Reduction Project

The purpose of this memorandum is to request approval to reject the bids for the Rolling Acres Phase 2 I&I Reduction Project and to authorize the Mayor to sign any related documents. The Rolling Acres Neighborhood was targeted for inflow and infiltration reduction due to known defects in the system as well as identified SSOs. The SSOs have been greatly reduced already with Phase 1 of the Rolling Acres project as well as the Myrtle Ave. I&I reduction project. This project will further reduce the chance of backups or overflows in this area. On February 26th bids were opened for this project and 2 bids were received. Each of the bids were evaluated and found to have errors in the alternate #1+portion of the bid. The bids are also over \$600,000 apart. We would like to reject these bids and rebid as soon as possible after evaluating some changes that could be made to get more and better bids. There is no budget impact for rejecting these bids (Sewer).

Attachments: None

Suggested Disposition: Receive and File; Approve

13. Renewal of agreement for use of facilities between the City of Frankfort and The Frankfort Independent Schools Board of Education

The attached facility agreement is a standing agreement between the City of Frankfort and the Frankfort Independent Schools Board of Education and has been in place for over 20 years. The agreement automatically renews on an annual basis for a period of five (5) years. This agreement was last signed in 2013. The agreement allows the City and the Board use of the facilities owned and/or operated by the other party as specified in the agreement.

Attachments: Agreement

Suggested Disposition: Receive and File; Approve

14. Renewal of agreement for use of facilities between the City of Frankfort and The Franklin County Board of Education

The attached facility agreement is a standing agreement between the City of Frankfort and the Franklin County Board of Education and has been in place for over 20 years. The agreement automatically renews on an annual basis for a period of five (5) years. This agreement was last signed in 2013. The agreement allows the City and the Board use of the facilities owned and/or operated by the other party as specified in the agreement.

Attachments: Agreement

Suggested Disposition: Receive and File; Approve

15. Request for approval to waive the Payment in Lieu of Taxes (PILOT) for 2014 & 2015 for the Housing Authority of Frankfort

The Housing Authority of Frankfort has requested annually by letter from the Executive Director of the Housing Authority a waiver of the payment in lieu of taxes (PILOT). Based on assessed property values, per the PVA website, the Housing Authority of Frankfort property tax due the City would be approximately \$18,000.00 for 2014 & 2015. The letter dated 7/6/17 requests a waiver of payment of the PILOT of \$24,290.58 for 2014 & \$23,157.25 for 2015 which appears to include taxes from other agencies. The Housing Authority of Frankfort

requires that this letter be approved annually by the City Commission to receive their Annual Overhead Allocation money from the Federal Government (Finance).

Attachments: PILOT letter (to be provided)

Suggested Disposition: Receive and File; Approve

16. 2018-2019 Waste Management Recycling Assistance Grant

Staff requests the Commission to consider authorizing the submission of a 2018 - 2019 Kentucky Recycling Grant Application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to recycling such as equipment, printing/and educational materials and funds to hire an intern to create and present Recycling curriculum and authorizing the Mayor to sign all grant documents. The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling Grant Program that can aid in recycling costs. The Solid Waste Department would like to apply for funds for equipment, Printing/and Educational materials and funds to hire an intern to create and present Recycling curriculum Costs for these items total will not exceed \$40,000.00. The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for our recycling program exceeds \$180,000.00 which more than meets the 25% match requirement. In the past the Education and Advertising funding has been used for print and radio ads as well as to purchase educational materials for classroom presentations. These funds have been very valuable in stretching our budget for public outreach. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required (Grants/Solid Waste).

Attachments: None

Suggested Disposition: Receive and File; Approve

| 17. <u>Personnel</u> | <u>Employee</u> | <u>Department</u> | <u>Date</u> | <u>Other</u> |
|-----------------------------|------------------------|--------------------------|--------------------|---|
| Resignation | Lindsey Barnett | Police/E911 | 3/14/18 | Telecommunicator II (authorize payment of accrued leave) |
| Resignation | Isiah Jackson | Sewer | 3/23/18 | Plant Operator I (authorize payment of accrued leave) |
| Resignation | Erik Ferguson | PW/Solid Waste | 3/30/18 | PW Tech I (authorize payment of accrued leave) |
| Resignation | John Hall | PW/Transit | 3/15/18 | Transit Driver |
| Retirement | Jason Parido | Fire | 2/28/18 | Fire Sergeant (authorize payment of accrued leave) |
| Promotion | John Crum | Fire | 4/3/18 | Firefighter III to Sergeant |
| Promotion | Daniel Doss | PW/Streets | 3/6/18 | PW Tech IV to Streets Foreman |
| Appointment | Larry Curtis | Police | 3/20/18 | Patrol Officer II |
| Appointment | Craig Gonzales | Police | 3/20/18 | Patrol Officer I |
| Appointment | Andrew Royce | Police | 3/20/18 | Patrol Officer I |
| Appointment | John Kendell | Police | 3/20/18 | Patrol Officer I |
| Appointment | Dylan Woods | Police | 3/20/18 | Patrol Officer I |
| Appointment | Jordan Lewis | Police | 4/3/18 | Patrol Officer II |
| Appointment | Sara Gibson | City Manager | 4/3/18 | Administrative Aide |

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 staffing to 85.

Attachments: Jason Parido, retirement letter (to be provided); Lindsey Barnett, resignation letter; Isaiah Jackson, resignation letter; John Hall, resignation letter; Erik Ferguson, resignation letter.

Suggested Disposition: Receive and File; Approve

BOARDS

1. Board Appointments

1.1 Civil Service Board – Reappointment of Fred Troutman expiring 2-28-21.

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 rezoning property from General Commercial (CG) and Special Capital (SC) to only General Commercial (CG) for an approximately 3.1 acre parcel of property owned by Charles & Risa Booe; that is located at 111 Capital Avenue in Frankfort, Kentucky and being the same property as PVA Map #062-31-07-001.00. ***This Ordinance has its First Reading on February 26, 2018.***

Suggested disposition: Receive and File; Adopt Ordinance

2. Second Reading

An Ordinance amending the City of Frankfort Code of Ordinances Sections 71.50, 71.51, 71.52, 71.53, 71.54, 71.55, 71.56, 71.57, 71.58, 71.59, 71.60, 71.61 and 71.62 related to Parades and Special Events. ***This Ordinance has its First Reading on February 26, 2018.***

Suggested disposition: Receive and File; Adopt Ordinance

3. First Reading

An Ordinance amending section 36.069(A) pertaining to the Director of Planning & Building Codes of the City of Frankfort Code of Ordinances.

Suggested disposition: Receive and File; Adopt Ordinance

4. First Reading

An Ordinance amending section 40.23(A), section 40.45(A), section 40.48(A) and section 40.49(A) & (B) of the City of Frankfort Code of Ordinances relating to Police Department promotions.

Suggested disposition: Receive and File; Adopt Ordinance

5. Police Department Surplus list & Orders

The Police Department from time to time collects property for surplus either through court order or through forfeiture orders. Evidence Sargent Joel Dunmire has completed two surplus forms for property that needs to be deemed surplus. Both surplus lists have been attached, one for surplus property, and one for property that has been deemed forfeited property through criminal court cases. Each surplus list has an order that relates to that specific list. An Order is now required to declare certain property as surplus.

Suggested disposition: Receive and File; Adopt Orders

- 6. Police Department Surplus of 4 ballistic vests to be given to Anderson Co. Coroner's Office & Order**
The Police Department completes a surplus list from time to time of property no longer needed or in use. FPD was contacted by the Anderson County Kentucky Coroner in need of 4 ballistic vests for his deputy coroners. We have in possession several old expired ballistic vests no longer in use. Just because the vest is expired doesn't mean it won't protect you. Instead of throwing these away, the Police Department would prefer to give them to an agency that needs and would use them. An Order is now required to declare certain property as surplus.

Suggested disposition: Receive and File; Adopt Order

- 7. Police Department Surplus and Purchase of Vehicles & Order**
The purpose of this memo is to request the surplus of 2 additional vehicles, to approve the trade of 8 total surplus vehicles to Frankfort Toyota and the purchase of 2 new unmarked vehicles from Frankfort Toyota. Currently, the parking enforcement officers are driving a 2005 Ford Crown Victoria and are also issued the GEM. This Crown Victoria is a converted police car and over time has become inefficient and the cost of upkeep is increasing. The GEM is an impractical vehicle that has limited use. One of the vehicles that was already put in surplus during the January 2018 Board of Commissioners Regular meeting came from the Criminal Investigations Division. The second vehicle that will be purchased will replace that surplus vehicle. The Police Department already has 6 vehicles in surplus and these two vehicles will bring that total to 8. Frankfort Toyota has agreed to trade these 8 vehicles for a \$9,500 credit toward the purchase of two new unmarked vehicles. The first vehicle will be a 2018 Toyota Camry, purchased on state contract for \$22,446.00, which will be issued to the Criminal Investigations Division. The second vehicle will be a 2018 Toyota Prius and will be purchased for \$22,990.00. This vehicle will be assigned to Parking Enforcement. The total for the purchase of the 2 vehicles (with the trade credit of \$9,500.00) will be \$35,936.00. The up-fit for both vehicles will be completed by L&W Emergency Equipment, through approved state contracting, for \$3,720.00 (Camry) and \$1,513.00 (Prius) each. The total up-fit will be \$5,233.00. The purchasing and up-fit for both vehicles will cost \$41,169.00 and be paid for from account 645.00.51100. An Order is now required to declare certain property as surplus.

Suggested disposition: Receive and File; Adopt Order

- 8. Discussion on budget presentation dates & FPB reservoir meeting dates**

OLD BUSINESS / NEW BUSINESS

CLOSED SESSION PURSUANT TO KRS 61.810 (1)(C) LITIGATION TO DISCUSS LITIGATION FILED AGAINST THE CITY RELATED TO THE FRANKFORT PLANT BOARD INVESTIGATION AND FPB SEAT VACANCY.

ADJOURNMENT