

SPECIAL MEETING CALL

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, October 29, 2018, at 5:00 p.m., in the Council Chamber of the Municipal Building, 315 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, October 22, 2018. All items on the agenda will be considered and action will be taken.

S/William I. May, Jr.
T/Mayor

SPECIAL REGULAR MEETING
FRANKFORT BOARD OF COMMISSIONERS

October 29, 2018
5:00 P.M. (EDT)

PRESENT: Commissioner Tommy Z. Haynes
Commissioner Scott Tippet
Commissioner Robert E. Roach
Commissioner Lynn Bowers
Mayor William I. May, Jr. (5)

ABSENT: None (0)

Mayor May called the meeting to order. The invocation was given by Rev. Louis Newby (retired) with the First Corinthian Baptist Church. The Pledge of Allegiance was recited.

Ceremonial Items

Travis Ellis, Chief of Police, Mayor May and Captain Chris Quire, recognized and congratulated Frankfort Police Department's 2018 Graduating Class of the Citizen's Police Academy: George Stokes, Ranelle Mackey, Karen Stacy Mayne, Mary Jo Hackworth, Sherrel Applegate, Kim Zeigler, Christopher Zeigler, Mike Howard, Virgie See, Clint Applegate.

Rebecca Hall, Community Relations/Grant Manager, introduced the ICMA Fellows, Ms. Chantheany Mout from Cambodia and Ms. Oulavanh Sinsamphanh from Laos.

Consent Calendar

The following miscellaneous and personnel items were presented:

1. Minutes . September 10, 2018 Special MeetingLSeptember 10, 2018 Work SessionLSeptember 24, 2018 Regular Meeting.

2. Rate changes for 2019 - Parks

Authorized the Parks Department's updated rates for the 2019 season. The Parks Board unanimously approved the changes to the 2019 rates. The changes are minor and not in all areas, just where the tax requirements have changed. The 2019 tax requirements state that a majority of recreational fees have to add a 6% increase, unless it is provided for educational or instructional purposes. The Department recommends these minor rate increases be approved to insure any deficit the extra taxes may cause will be covered. Once these changes are approved the new rates will be implemented effective January 1, 2019.

3. Backflow Preventer Valve at 704 Brawner St. – Sewer

Authorized a backflow preventer valve to be installed at 704 Brawner St. and authorized 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 they automatically qualify. The customer requesting the valve must obtain 3 quotes from plumbers and will be reimbursed for the lowest bid. Christopher A. Tallon of 704 Brawner St. has experienced sewer backups and requested a backflow valve be installed. He has contacted 5 plumbers and has received 2 quotes in the amounts of \$1,200.00 (Whitehead Hancock), \$2,450.00 (Roto Rooter). He has also signed and returned a Backflow Preventer Valve Agreement+which is to be signed by the Mayor and recorded. Funds are available in the 400.68.53295 account. The budget for this account is \$340,000 and as of July 31 this account had \$0 expensed and encumbered.

4. Professional Services Agreement with Coyle & Associates - Sewer

Authorized a Professional Services Agreement with Coyle & Associates for assistance with department projects in the absence of a Deputy Director of Collections. The plant has many projects that are either in construction, design or planning phase. With the departure of the Deputy Director of Collections, this has made those projects to be distributed among department staff that have a full plate of projects themselves. Elizabeth Coyle has an extensive knowledge of the City and its policies and she will be able to step in and help keep these projects to stay on schedule. She has worked with most of the engineering firms and contractors that are on these projects which will allow her to step in and work with everyone. Some of the projects were in the planning phase when she was still working for the City so her knowledge of these projects will help keep time at a minimum. We are requesting assistance in the form of 20 . 25 hours per week through the end of the year. The budget impact will be minimal as the Department has not been paying the salary for a Director and now with the resignation of the Deputy Director of Collections that will make up the difference of this Professional Services Agreement. Once the Contract is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of \$19,000.00 for a Professional Services Agreement with Coyle & Associates.

5. AFG Grant Authorization - Fire

Authorized the application for the 2018 Assistance to Firefighters Grant (AFG) for the purchase of eight (8) ambulance Power Load cots and mounting equipment in the amount of \$281,680.00 and authorized 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 \$315 million dollars for the 2018 grant cycle. The Fire Department has sought funding for this project for the last four grant cycles without success. There is no immediate budget impact for applying for the grantLhowever, should we be awarded the grant, the grant requires a ten (10) percent match of \$26,000.00. This would require a budget amendment if awarded prior to July 2019, otherwise the funds are anticipated being budgeted as a Contingency+expenditure in the upcoming FY 19-20 budget cycle.

6. Kentucky League of Cities Insurance Services Addendum to Rate Stabilization Agreement for Property and Liability Accounts – Legal

Authorized the Mayor to sign the KLC Insurance Addendum to Rate Stabilization Agreement for Property and Liability Accounts.

7. Purchase 4X4 Support Truck - Transit

Authorized the purchase of a 2019 Dodge Ram 1500 ½ ton pickup truck from Jeff Wyler Chrysler and authorized the Mayor to sign all related documents. Frankfort Transit was awarded under the 5339 (b) Grant in FY 17 to purchase a ½ ton 4X4 Support Truck. The grant amount that was awarded was \$35,000. The purchase of the new truck would replace the current support truck, a 2003 Ford F150 with 133,825 miles which has been designated for surplus. The current support truck was transferred to Transit from Sewer Department. The support truck is used by Transit to transport the mechanic and parts for repairs, as well as to transport passengers and employees in emergency situations. On October 8, 2018 the City of Frankfort received two bids to purchase a ½ ton 4X4 truck.

The two bids are as follows:

1. Jeff Wyler Chrysler \$26,832
2. Gillie Hyde Ford \$30,186

KYTC has approved Transit's request to purchase from the lowest bidder, Jeff Wyler Chrysler. Funds to purchase the Dodge Ram would initially come from the Capital Improvement Account and the cost would be 100% reimbursed via Section 5339(b):KY201700300LC390317111, ALI Code 11.12.15.

8. Sustainable Strategies DC Contract renewal – City Manager

Authorized renewal of a contract with Sustainable Strategies DC. The purpose of this memorandum is to provide an update on the work performed by Sustainable Strategies DC and to discuss next steps to secure future State and Federal funding for city projects. In reviewing our grant needs with Sustainable Strategies DC, they charge between \$6,000- \$10,000 per grant to assist with preparing and submitting grants. Sustainable Strategies DC has agreed to assist the city of Frankfort to provide grant writing, advocacy and monitoring of our grant status for a fee of \$6,000 per month. I am recommending that the Board of Commissioners consider extending our contract with Sustainable Strategies DC through December 2019 to provide these services to pursue the grant opportunities identified above and others where we would be considered highly competitive based upon a review of potential projects. The requested action is for the Board of Commissioners to review the attached information and provide direction on extending our contract with Sustainable Strategies DC through December 2019. *Note: Commissioner Bowers submitted a vote modification form for this consent item (voting "No").*

9. The following personnel items were presented:

- Appointment of Zach McCain in the Fire Department as Firefighter II, effective 10/30/18 (Fire Department).
- Appointment of Chris McKinney in the PW/Solid Waste Department as Tech II, effective 10/9/18 (PW/Solid Waste).
- Resignation of Deron Rambo in the Police/E-911 Department as E-911 Manager, effective 10/15/18 and authorize payment of accrued leave (E-911).
- Resignation of Dylan Woods in the Police Department as Patrol Officer I, effective 10/8/18 and authorize payment of accrued leave (Police).

It was moved by Commissioner Bowers, seconded by Commissioner Haynes, that items of the Consent Agenda be adopted. All members being present, the motion to approve the consent agenda was adopted by voice vote without objection. *Note: Commissioner Bowers submitted a vote modification form for consent item No. 8 (voting "No").*

Boards

1. **Board of Park Commissioners-** Appointment of Kevin Breeck (replacing Jeff Howard) expiring 5-1-22.

It was moved by Commissioner Bowers, seconded by Commissioner Haynes, to accept the Mayor's recommendation. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

2. **Urban Forestry Advisory Board -** Appointment of Daniel Walker (replacing Jean Henry) expiring 5-8-22.

3. **Urban Forestry Advisory Board -** Appointment of Justin Rome (replacing Rebecca Bishop) expiring 5-8-20.

It was moved by Commissioner Tippet, seconded by Commissioner Haynes, to accept the Mayor's recommendation on both items 2 and 3. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

ACTION ITEMS

1. First Reading

%AN ORDINANCE AMENDING SECTION 37.32 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO SALARY SCHEDULES/PAY GRADE STRUCTURE+ was presented and read. Summary: This ordinance amends Section 37.32 of the City of Frankfort Code of Ordinances relating to Salary Schedules/Pay Grade Structure by amending the salaries set forth in Salary Schedule Q referenced in Section 37.32(C) by 1.0% to match the cost of living increase issued by the City of Frankfort in July of 2018 to adjust for inflation and improve hiring recruitment competitiveness. The effective date for the amendment to Salary Schedule Q is December 2, 2018.

2. First Reading

%AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.31 RELATING TO THE EMPLOYEE CLASSIFICATION AND COMPENSATION PAY PLAN+ was presented and read. Summary: This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances establishing the chart specifying City employee job titles and pay grades to change the titles of various positions within the Department of Planning & Community Development as follows:

~Code Enforcement Technician has been changed to Neighborhood TechnicianL

~Code Enforcement Inspector I has been eliminatedL

~Code Enforcement Inspector II has been changed to Neighborhood InspectorL

~Code Enforcement Supervisor/Building Inspector has been eliminatedL

~Code/Building Inspection Supervisor has changed to Neighborhood Inspection SupervisorL

~Building Inspector III has been changed to Senior Building InspectorL

~Electrical Inspector II has been changed to Senior Electrical InspectorL

~Staff Planner I has been changed to Community PlannerL

~Staff Planner II has been changed to Senior Community Planner.

3. First Reading

AN ORDINANCE AMENDING SECTION 37.35 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO PAY FOR FIREFIGHTER PARAMEDIC INCENTIVES+ was presented and read. Summary: This ordinance amends Section 37.35 of the City of Frankfort Code of Ordinances to adjust the annual paramedic incentive for members of the Fire Department up to and including the rank of Sergeant, who attain and maintain Kentucky licensure as a paramedic and are authorized by the department and its medical director to function in a paramedic capacity, from \$4,000 to \$2.64/hr (\$5,500 annually) and to provide that members of the Fire Department at the rank of Captain or above who maintain the required licensure and authorization will still receive an incentive of \$1.92/hr (\$4,000 annually). The amendment also deletes outdated language that conflicts with more recently enacted ordinances.

4. Kentucky Office of Homeland Security (KOHS) Memorandum of Understanding (MOU) -Legal

Authorized a request from the Kentucky Office of Homeland Security (KOHS) to execute a Memorandum of Understanding between the City and KOHS to allow KOHS to utilize 2018 federal Homeland Security Grant Program Funds for support of the Kentucky Intelligence Fusion Center. KOHS has submitted a letter and accompanying documents requesting the City to enter into an MOU to allow KOHS to utilize and retain federal Homeland Security Grant Program (HSGP) funds for the state Kentucky Intelligence Fusion Center. In its letter, KOHS indicates that the HSGP will provide \$308,400 in funding to KOHS, which will allow the office to continue its intelligence operations, including training and other emergency management preparedness functions to local first responder agencies as well as public and private sector partners in the state. It was moved by Commissioner Roach, seconded by Commissioner Haynes, that the MOU be approved. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

5. Surplus Property and Order Sewer

Authorized the surplus of five vehicles, one utility trailer, one backhoe attachment and authorized the Mayor to sign all related documents. The Sewer Department has been evaluating the value of each piece of equipment so that department will run more efficiently. Staff has evaluated vehicles and determined our department has 5 vehicles, 1 utility trailer and a ram-hoe attachment for a backhoe. The vehicles that have been identified are 3 pickup trucks, 1 utility truck and 1 SUV. All of these vehicles are over 12 years old and they are rarely used for the day to day operations of the department. The trailer has not been used for 4 years and the ram-hoe has not been used for 5 years. I recommend that the Commission declare the above listed equipment as surplus and allow the Finance Department to sell the items. It was moved by Commissioner Haynes, seconded by Commissioner Roach, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 14, 2018 Series).

6. Surplus 2002 Ford Expedition and Order - Police Department

Authorized the surplus of one (1) 2002 Ford Expedition and authorized the Mayor to sign all related documents. This vehicle will be sold through online auction. This vehicle was awarded to the police department by the courts through a Federal seizure in 2004. It has had many uses over the 14 years that it has been assigned to FPD, including as an undercover vehicle, and most recently, transporting dispatch to the city tower sites and trainings. Currently, it needs more repairs than would be financially responsible to make, to include a new transmission. Dispatch has already approved the purchase of new vehicle. The repair cost and the last known mileage, currently not showing, make this vehicle not worth repair. It was moved by Commissioner Haynes, seconded by Commissioner Tippet, that the Order be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Order was thereupon adopted (Order No. 15, 2018 Series).

7. East Main Street Property Contract - Fire

Authorized a contract with the Franklin County Fiscal Court for \$225,000.00 for the purchase of real property located at 231 East Main Street and authorized the Mayor to sign all related documents. In July 2017, the Board of Commissioners contracted with Brandstetter Carroll, Inc. (BCI) to complete an Assessment Report for City Hall and Fire Station No. 1 with specific intent to study and identify future facility needs for Frankfort Fire Station No. 1 and provide recommendations for either a renovation of the existing or a potential new facility. On June 25, 2018, BCI presented their study findings to the Board of Commissioners regarding the fire station assessment ultimately recommending we consider relocating Fire Station No. 1 determined as the existing site would accommodate neither a renovation/addition of the existing facility nor a replacement facility to meet the current or future needs.

Site selection for the future relocation of Fire Station No. 1 was subject to intense scrutiny during the assessment process. BCI and the Fire Chief review developed fourteen (14) different site concepts across approximately nine different site locations. Site selection recommendations took into account factors such as site size, location, response times, cost, site restrictions, utilities, soils, and community/citizen impact. Also, each of the nine sites were evaluated for ownership, current values, response and responder locations, the potential for future expansion, and possible environmental conditions. The top two most ideal sites being 231 East Main Street (Site 1) and the corner of 2nd Street & Shelby Street St. (Site 2). Site 1 reaches further south and southeast, while maintaining an overlap with Stations 2, 3, and 4 in the four and eight minute response area. Site 2 will have increased difficulty of acquisition, less desirable vehicle flow, and a potential of increased disruption to surrounding citizenry.

After taking the above information into consideration and direction received during the June 25, 2018 closed session regarding site acquisition, it is my recommendation that we finalize acquisition of 231 East Main Street. This site is ranked as the most ideal as it maintains a current four (4) minute response time to South Frankfort, improves response to areas to the South and South East. Under direction given by the Board of Commissioners, the City of Frankfort made an official offer to purchase this property on September 19, 2018. As of the morning of September 25, 2018 the Franklin County Fiscal Court accepted our offer of \$225,000.00.

It was moved by Commissioner Tippet, seconded by Commissioner Haynes, that the contract be approved. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

8. War Mothers Memorial Bridge Placard Maintenance and Resolution – Public Works

Authorized a resolution adopting and approving the execution of a Memorandum of Agreement with the Kentucky Transportation Cabinet for fixed reimbursement of cost for maintenance on the bronze placards on the War Mothers Memorial Bridge (Capital Avenue Bridge) and authorized the Mayor to sign related documents. There are two bronze placards on the bridge that detail information on when the bridge was built, the name of the Governor, and to whom the bridge is dedicated. These placards are in need of maintenance. KY Trust for Historic Preservation, Inc. Director Eric Whisman obtained a quote from a restorationist in Lexington to remove the placards, perform maintenance and restoration on them, and then reinstall them on the bridge. Since the bridge is a state maintained structure, KYTC was approached regarding this maintenance. KYTC has agreed to reimburse the City of Frankfort up to \$5,000 (the quote is for \$4,815) for the proposed maintenance project. It was moved by Commissioner Haynes, seconded by Commissioner Tippet, that the Resolution be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Tippet, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 14, 2018 Series).

9. Sewer Department General Operations Update

Kenny Hogsten, Interim Director of the Sewer Department, gave a PowerPoint presentation and a general update on the Sewer Department.

10. Current Frankfort Plant Board Appointment – Commissioner Robert Roach

Commissioner Roach asked the Mayor when the appointment will be made to the Frankfort Plant Board. Mayor May stated he will have the appointment in November.

It was moved by Commissioner Bowers, seconded by Commissioner Haynes to go into closed session per KRS 61.810(1)(b) property deliberations on the future acquisition of real property related to downtown development when publicity would be likely to affect the value of the property. The motion was adopted by voice vote. The meeting went into closed session at 5:56 p.m.

It was moved by Commissioner Tippett, seconded by Commissioner Haynes, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 6:11 p.m.

It was moved by Commissioner Tippett, seconded by Commissioner Roach, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 6:11 p.m.

Mayor

Attest:

City Clerk