

SPECIAL MEETING CALL

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, December 19, 2016, 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, December 26, 2016. 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

December 19, 2016
5:00 P.M. (EST)

PRESENT: Commissioner Tommy Z. Haynes
Commissioner John R. Sower
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 retired Reverend Jack Brewer. The Pledge of Allegiance was recited.

It was moved by Commissioner Haynes, seconded by Commissioner Roach, that the minutes of the November 14, 2016 Special Meeting; November 14, 2016 Work Session; and November 28, 2016 Regular Meeting be approved. Commissioner Bowers noted that a few minor changes were made with the City Clerk. Commissioner Haynes withdrew his motion. It was moved by Commissioner Haynes, seconded by Commissioner Roach, that the minutes be approved with changes. The question was put upon the motion, and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, Bowers, and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

The following members of the Frankfort Police Citizen's Police Academy Class of 2016 were recognized by Jeff Abrams, Chief of Police, and Mayor May. Congratulations to *Maryam Kaykavoosia*, *Chad Prestenbach*, *Rachel Bertucci*, *Melissa Zeigler*, *Cynthia Howser* and *Sylvia Wilcoxson*.

Paul Kirk retired from the Street Department after 18 years and 4 months of service. Keith Parker, Deputy Director of Public Works, Keith Meriwether, Street Superintendent, along with Mayor May, offered their congratulations to Paul and thanked him for the dedicated years of service to the City of Frankfort.

Mayor May called for citizens comments, there were none.

Ordinances

~~%~~AN ORDINANCE OF A ZONE MAP AMENDMENT FROM PLANNED RESIDENTIAL ~~%R~~+TO PLANNED COMMERCIAL ~~%C~~+FOR A 2.75-ACRE PARCEL OF PROPERTY OWNED BY JOE AND ANN GRIDER THAT IS LOCATED DIRECTLY SOUTH OF THE BRIGHTON PARK BOULEVARD AND TUSCANY LANE INTERSECTION, MORE SPECIFICALLY DESCRIBED AS PVA MAP #085-00-00-015.00+was presented and read. This Ordinance had its first reading on November 28, 2016. It was moved by Commissioner Roach, seconded by Commissioner Haynes, that the Ordinance be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 27, 2016 Series).

Resolutions

~~%~~ RESOLUTION TO ADOPT KENTUCKY'S CAPITAL DEVELOPMENT CORPORATION'S (KCDC) ECONOMIC DEVELOPMENT STRATEGIC PLAN WHICH INCLUDES DOWNTOWN FRANKFORT+was presented and read. It was moved by Commissioner Roach, seconded by Commissioner Sower, 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, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 16, 2016 Series).

~~%~~ RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT WITH THE FISCAL COURT OF FRANKLIN COUNTY TO ALLOW FOR THE SHARING OF BUILDING AND ELECTRICAL INSPECTION SERVICES IN THE ABSENCE OF CERTIFIED PERSONNEL AND AT OTHER APPROPRIATE TIMES, AND ALL RELATED DOCUMENTS+was presented and read. It was moved by Commissioner Roach, seconded by Commissioner Sower, 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, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 17, 2016 Series).

Consent Calendar

The following miscellaneous and personnel items were presented:

- 7.1 Rejected all bids to construct a Pipe Storage Building at the wastewater treatment plant and authorized the Mayor to sign all documents related to project. Bids were opened on November 30, 2016 at 2:00 pm and the results were as follows: Morton Buildings \$127,168.00, Omni Commercial \$128,532.00, David Construction \$197,700.00, Design Build Construction \$215,000.00. Rejecting the bids has minimal financial impact; the Sewer Department will incur some minor additional costs should we decide to rebid the project (Sewer Department).
- 7.2 Approved Amendment #9 to an Engineering Agreement with CDM Smith (CDM) for changes in the contract time of the Crestwood I&I Reduction Project, Schenkel Lane area, due to the need to rebid the construction when weather conditions improve in the spring, and authorized the Mayor to sign all related documents. Amendment #9 is a time only extension to complete the activities associated with amendment #8. Since this is a time only amendment, there are no financial impacts on the Department (Sewer Department).
- 7.3 Approved a Sewer Extension Contract with Kentucky State University for a proposed sewer extension to serve 100 and 102 Valley View Drive in Frankfort, Kentucky and authorized the Mayor to sign all documents related to the contract. Additional customers added by this sewer extension will increase revenue (Sewer Department).
- 7.4 Approved a change order to the construction contract with Portland Utilities Construction Company, Inc. for the reconstruction of the Ewing Street pump station force main under Taylor Avenue and authorized the Mayor to sign all documents related to the project. The amount of Change Order 1 is \$12,500.00. Funds are available in account 300.68.54555. The budget for this account is \$9,612,500 and as of October 31 this account had \$2,290,485 expended and encumbered (Sewer Department).

- 7.5 Authorized the Mayor to sign the Engineering Agreement between the City of Frankfort and Otis Engineering whereby Otis Engineering will draft a Health and Safety Plan so that construction work at Fire Station No. 1 can be undertaken and all related documents. Otis Engineering has agreed to prepare the Health and Safety Plan for an amount less than \$10,000.00. The Health and Safety Plan will then be submitted to the State Department of Waste Management. The fiscal impact to the City will be less than \$10,000.00 (Legal/Fire).
- 7.6 Authorized the Mayor to sign a 4 year contract with Commonwealth Technology for the Police Department's copier lease and all related documents. The monthly lease payment will be \$563.18 and it will come from account number 100-43-53260 (Police).
- 7.7 Authorized the Mayor to sign a contract with My Software Solutions providing for the City's purchase of the General Ledger, Budget, and Fixed Asset Software Modules to improve recordkeeping, reporting functionality, and Finance efficiency and all related documents. The total cost of purchasing My Software Solutions Accounting Package is \$ 81,500.00. The cost includes the cost of the General Ledger, Budget, Fixed Asset Module, Installation, and Training (Finance).
- 7.8 Authorized acceptance of the 2015-16 annual audit for the City of Frankfort and authorized the Mayor to sign all related documents. Total funding for the 2015-16 audit is \$31,100.00 which is to be paid to the audit firm of Charles T. Mitchell. \$21,100 is allocated to the General Fund Account (100.20.53220 \$19,900.00 and 100.50.53220 \$1,200.00). \$10,000 is allocated to the Sewer Account 200.68.53220 (Finance Department).
- 7.9 Authorized the Mayor to sign the First Addendum to the Agreement to hire Tim Zisoff as the Interim City Manager, and any related documents. There will be no financial impact to the City, as Mr. Zisoff will receive the same benefits while serving as the Interim City Manager as he would have received had he been serving as the permanent City Manager (Legal).
- 7.10 **The following personnel items were presented:**
- Appointment of David Duncan in the Police Department as Patrol Officer I, effective 12/13/16 (Police).
 - Appointment of Justin Stanley in the Sewer Department as Sewer Tech I, effective 12/13/16 (Sewer).
 - Retirement of Paul Kirk in the PW/Streets Department as Tech III, effective 12/30/16 (PW/Streets).

It was moved by Commissioner Sower, 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

Board Appointments

- 8.1 **Board of Ethics** . Appointment of Jim Ashcraft, for a term ending 12-31-19.

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

- 8.2 **Board of Ethics**. Reappointment of Renee E. Carter, for a term ending 12-31-19.

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

- 8.3 **Kentucky Capital Development Authority (dba CCEIDA)**. Reappointment of O.M. Patrick, for a term ending 12-31-20.

- 8.4 **Frankfort Human Rights Commission** - Reappointment of John J. Snyder, for a term ending 12-01-19.

- 8.5 **Frankfort Human Rights Commission** - Reappointment of Anita Collins, for a term ending 12-01-19.

It was moved by Commissioner Roach, seconded by Commissioner Haynes, to approve the Mayor's recommendation to reappoint O.M. Patrick to KCDC, John J. Snyder to the Frankfort Human Rights Commission and Anita Collins to the Frankfort Human Rights Commission. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted

Item 9.2 is a discussion of a Lyons Drive water issue. Tim Zisoff, Interim City Manager, stated that water has been collecting in the basement of a property on Lyons Drive and then flowing into the street. The Street Department is working on the situation. Public Works is working with the property owner to share partial costs for materials and route the water to the backyard. The work is estimated to be completed by the end of January or February.

Item 10.1 is Monique Avery of the Frankfort Plant Board who gave a power point presentation regarding FPB Cycle Billing. Ms. Avery stated that the switch to cycle billing will take place in May 2017.

Item 10.2 **RESOLUTION IN SUPPORT OF A REQUEST FOR ACTION FROM THE COMMONWEALTH OF KENTUCKY TO PROMOTE POSITIVE ECONOMIC IMPACT ON FRANKFORT** was presented and read. It was moved by Commissioner Roach, seconded by Commissioner Sower, 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, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 18, 2016 Series).

Item 10.3 authorized the renewal of the current Lease Agreement with Michael L. Harrod for leasing 35 acres of pastureland on the northeast end of Capitol View Park and authorized the Mayor to sign all related documents. The Lease Agreement shall be for a period of (5) five years, January 1, 2017 and ending December 31, 2021. Mr. Harrod pays rent of \$1.00 per month total \$60.00. The City will not have to maintain or mow the property (Parks). Following a brief discussion, it was moved by Commissioner Haynes, seconded by Commissioner Roach, that the lease agreement be approved. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none. The motion was thereupon adopted.

Item 10.4 is to discuss setting a meeting date with Fiscal Court regarding DFI. Following a brief discussion, it was moved by Commissioner Roach, seconded by Commissioner Bowers, that Tim Zisoff, Interim City Manager, speak to the County Judge Executive to schedule a Joint Meeting date of January 9, 2017. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none. The motion was thereupon adopted.

Item 11 is Commission comments regarding Commissioner John Sower. Mayor May thanked Commissioner Sower for his service. Commissioner Haynes stated it was a thrill to work with Commissioner Sower and was a great learning process. Commissioner Roach said how much he appreciates Commissioner Sower and was thankful to have served with him. Commissioner Bowers stated she was grateful to have served with Commissioner Sower and will miss seeing him across the table. Commissioner Sower commented what a pleasure it was to serve the citizens of Frankfort and the City of Frankfort is blessed to have outstanding Department Heads and staff who are great to work with, especially the City Manager.

It was moved by Commissioner Bowers, seconded by Commissioner Haynes, that the meeting go into closed session per KRS 61.810(1)(c) Litigation and KRS 61.810(1)(f) Personnel. The question was put upon the motion and thereupon adopted by voice vote. The meeting went into closed session at 5:51 p.m.

It was moved by Commissioner Haynes, seconded by Commissioner Sower, that the meeting return to open session at 6:23 p.m.. The question was put upon the motion and thereupon adopted by voice vote.

It was moved by Commissioner Haynes, seconded by Commissioner Roach, that Rob Moore, City Attorney, offer the board two (2) firms with pricing and timelines for an external review of the Frankfort Police Department. The question was put upon the motion and the roll called. Those voting in favor of the Motion were Commissioners Haynes, Sower, Roach, Bowers and Mayor May (5). Those voting against the motion were none. The motion was thereupon adopted.

It was moved by Commissioner Roach, seconded by Commissioner Sower, that the meeting adjourn. The question was put upon the motion and thereupon adopted by voice vote. The meeting adjourned at 6:26 p.m.

Mayor

Attest:

City Clerk