

REVISED 9-22-16

AGENDA

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

SEPTEMBER 26, 2016
5:00 P.M. (EDT)

1. INVOCATION

Tina Patterson . KSU Wesley Foundation

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

August 8, 2016 Work Session; August 22, 2016 Regular Meeting; August 23, 2016 Special Meeting; August 29, 2016 Joint Meeting

2. CEREMONIAL ITEMS

2.1 The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individual will be recognized.

- *Anna Whitaker will retire from Parks & Recreation after 26 years and 10 months of service*

3. CITIZEN COMMENTS

4. ORDINANCES

4.1 **SECOND READING:** An Ordinance to Amend the City of Frankfort's Code of Ordinances . Chapter 152 . by amending the City of Frankfort's Zoning Regulations - by amending Article 16 by adding Historic Preservation Design Guidelines for properties within the Special Historic (SH) Zoning District and amending Article 17- Architectural Review Board.

Purpose: To amend the City's Zoning Ordinance to create a new and separate historic preservation design guidelines for the Special Historic District (SH) as previously encouraged by the City Commission and with the assistance of Kentucky Heritage Council's CLG grant award.

Background: With the assistance of the Kentucky Heritage Council's CLG grant award and the support of the City Commission, the Planning & Building Codes Department has been able to secure professional services from CRA (Cultural Resources Analysis, Inc.), and have now completed the final draft of new Historic Design Guidelines for the SH local zoning historic district.

Chapters 1-3 contains information about the importance of historic preservations, describes the types of structures within the district, and overviews the process.

Chapter 4-8 contains the design guidelines most are familiar with, previously known as Article 17.

The Appendix F is a breakdown of types of work and what type of review (Administrative or Board Action) is required.

The zoning update committee held public meetings on August 3, October 19, November 30, 2015, February 9, 2016, & May 10, 2016 in reviewing the draft new historic preservation guidelines for the SH district.

Staff also held a special neighborhood meeting at the Paul Sawyer Public Library in September 2015 and received comments from the Heritage Council at different times, which have been incorporated within the prior draft and final version.

On June 9, 2016, the Joint Frankfort/Franklin County Planning Commission held a public hearing on the proposed changes, took public testimony, closed the public hearing and tabled the item to allow a summary of the hearing to be prepared.

On July 21, 2016, the Joint Frankfort/Franklin County Planning Commission removed the item from the table, approved the summary and made a motion to recommend the City Commission to approve the changes and new design guidelines. The motion passed by a vote of 6-1.

Financial Analysis: No financial impact.

Recommendation: Approval

This Ordinance had its first reading on August 22, 2016

Attachments:

- Proposed Ordinance and design guidelines for the Special Historic (SH) zoning district.
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission.
- Planning Commission summary from June 9, 2016 hearing
- Planning Commission minutes from the July 21, 2016 meeting **(To be provided after approval at 9/8/16 P/C meeting)**

Contact Person:

Name: Gary Muller
Title: Planning and Building Codes Director
Department: Planning
Phone: 502/352-2100
Email: gmuller@frankfort.ky.gov

- 4.2 SECOND READING:** An Ordinance fixing the rate of taxation for the Year 2017 on all motor vehicles and levying a tax for all city purposes.

Purpose: The purpose of this item is to consider an Ordinance to set the tax rate for motor vehicles for the year 2017 at 22.7 cents per \$100 valuation.

Background: The tax rate must be set no later than 10-1-16 as required by the Kentucky Department of Revenue. The tax rate proposed for 2017 is the same rate as approved for 2016.

Recommendation: Approval

This Ordinance had its first reading on August 22, 2016

Attachment:

- Ordinance

Contact Person:

Name: Steve Dawson
Title: Finance Director
Department: Finance
Phone: 502/ 352-2083
Email: sdawson@frankfort.ky.gov

4.3 PUBLIC HEARING AND SECOND READING: An Ordinance Fixing the Rate of Taxation for the Year 2016 on all Tangible Property subject to tax, Trust and Insurance Companies, Public Service Companies and Levying said tax for all city purposes.

Purpose: The purpose of this item is to consider an ordinance setting the tax rate for 2016 Ad Valorem Taxes (reducing the tax rate by 1 cent) and setting the rate for 2016 applicable to taxable capital of insurance companies.

Background: Proposed rates for 2016 are as follows (for General Fund Purposes):

- | | |
|------------------------------|------------|
| 1. Ad Valorem | 19.9 cents |
| 2. Insurance Taxable Capital | 15.0 cents |

Rates are levied for each \$100 valuation.

There is a reduction of property tax rate from 2015 to 2016 from 20.9 cents to 19.9 cents.

Financial Analysis: The rates will be 19.9 for 2016 and as a result the city will have a net reduction of \$153,066 from 2015 due to the reduction in property tax rates. Included in the net reduction is an increase of \$21,723 derived from the net increase in new property.

Recommendation: Approval

This Ordinance had its first reading on August 22, 2016

Attachments:

- Ordinance
- Public Hearing Notice

Contact Person:

Name: Steve Dawson
Title: Finance Director
Department: Finance
Phone: 502/ 352-2083
Email: sdawson@frankfort.ky.gov

4.4 FIRST READING: An Ordinance amending Section 52.02 (Connections; Requirements and Charges); amending Section 52.48 (Discharges; Special Requirements) and amending Section 52.99 (Penalty) of the Code of Ordinances for the City of Frankfort Sewer Department and authorize the Mayor to sign any documents associated with amending the Ordinance.

Purpose: To amend Section 52.02 (Connections; Requirements and Charges); amend Section 52.48 (Discharges; Special Requirements) and amend Section 52.99 (Penalty) of the Code of Ordinances for the City of Frankfort Sewer Department and authorize the Mayor to sign any documents associated with amending the Ordinance.

Background: The revision to Section 52.02 creates a new connection charge for Tap Permits specifically for single family residential properties that are different from the Capacity Fee the Department has historically charged for all properties prior to connection to the municipal sewer system. The new charge, \$1,000.00 for a single family dwelling on an individual lot, includes \$550 to cover the Sewer Department's cost for providing a cleanout vault and the labor to install the cleanout vault to the Sewer Department's specifications.

During the September Work Session, Ms. Terri Bradshaw, representing KCDC, provided information on tap fees for various communities in the immediate vicinity of Franklin County. The recommendation of Ms. Bradshaw was to lower the tap fee to \$1,000.00. Since the Sewer Department currently charges a capacity fee and not a tap fee, a new paragraph was added to the Ordinance to define tap fees that also expressly excludes the single family residences from having to pay a capacity fee. While reviewing the Ordinance, Section 52.02(C)(2) was revised to Section 52.02(C)(3) to account for the new first paragraph and the last sentence of that paragraph was removed for clarity.

During a review of the Ordinance to include penalties for property owners who are found to have illegal connections to the separate sanitary sewer of unpolluted water the word "knowingly" was included in Section 52.48(A)(1).

The revision to Section 52.99 adds a new penalty for property owners that have been identified as having an illegal connection into the separate sanitary sewers of unpolluted stormwater or groundwater or property owners who refuse to allow authorized representatives of the Sewer Department to enter their property for inspections. Property owners found to have these illegal connections will be eligible to participate in the Private Property Disconnection Program (currently in the final stages of development) and will be given a grace period to have the illegal connection disconnected before a penalty is assessed. Should a property owner refuse to allow an authorized representative from the Sewer Department access to their property to perform an inspection, the property owner will be assessed a monthly fee of \$75.00. Likewise should a property owner choose not to participate in the program and refuses to remove the illegal connection, the property owner will be assessed a monthly fee of \$75.00. Once the Sewer Department is allowed access to the property to inspect for illegal connections or the illegal connection is removed the monthly fee will be removed from that property.

Financial Analysis: The revision to Section 52.02 (C) (1) of the ordinance will decrease Sewer Department revenue to the Sewer Department by \$1,192.00 for every five-eighths-inch tap permit sold. The revision to Section 52.48 (A) (1) will have no financial impact on the Sewer Department. The addition of Section 52.99 (F) will increase Sewer Department revenue, by \$75.00 per month, based upon the number of connections found that are not removed by the property owner.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

5. **ORDERS – NONE**

6. **RESOLUTIONS – NONE**

7. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine 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.

- 7.1** To authorize payment to Mission Communications, LLC for the annual telemetering fee for pump stations and authorize the Mayor to sign all documents associated with the project (Sewer Department).

Purpose: The purpose of this item is to authorize payment in the amount of \$29,153.40 to Mission Communications, LLC for the annual telemetering fee for pump stations and authorize the Mayor to sign all documents associated with the project.

Background: In 2005, the Sewer Department began using Mission Communications for telemetering at the Department's pump stations. Telemetering is required by State regulations and prior to installation of the Mission system land lines were utilized at approximately 75% of the stations, the remaining stations were not telemetered due to inaccessibility of telephone lines. Mission was chosen by the Sewer Department at that time because of its reliability and functionality. Additionally the land lines were considerably more expensive to use than our current system and were not as reliable in inclement weather when the communications is most needed. The annual cost of \$29,153.40 is approximately \$49 per month per station. This installment will pay for service through 8/31/2017.

Telemetry is the automated supervisory control and data acquisition (SCADA) process by which data of various activities at a pump station is collected and transmitted to receiving equipment for monitoring. Mission uses the digital control channel of the cellular network for monitoring, control, data basing and automated alarm/status notification. In addition to meeting the requirements of State regulations the system has been very beneficial in early diagnosis of issues in the pump stations and allowed for more preventive maintenance, which is significantly more cost effective than reactive repairs. During an event the Mission system will call department cell phones directly so that department staff can immediately respond. This greatly reduces the chance of overflows and minimizes those that occur. Additionally the annual fee includes the cost of Mission hosting a website that allows access to the data anywhere and at any time.

While the annual fee has increased this year due to the construction of the Wet Weather Detention Facility, as the Department continues to consolidate pump stations due to construction of replacement stations, the annual cost of our telemetering continues to decrease.

Financial Analysis: Funds are available in Account #200.68.53291. This account has \$50,000 budgeted and as of July 31, \$0 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Invoice

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.2 Consider an amendment to an Engineering Services Agreement with Strand Associates. Inc. for redesign and rebidding services associated with the design of a repair of the floodwall where there are two sewer pipe penetrations in the area of 2nd Street and Logan Street, and to authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: To consider amending an Engineering Services Agreement with Strand Associates. Inc. for redesign and rebidding services associated with the design of a repair of the floodwall where there are two sewer pipe penetrations in the area of 2nd Street and Logan Street and authorize the Mayor to sign all documents related to the project.

Background: During inspection of the floodwall a deficiency was found in two sewer pipes passing through the floodwall in the area of 2nd Street and Logan Street. The Corp of Engineers has mandated that this issue be resolved.

The original agreement includes surveying services, design, bidding assistance and resident observation. The amount of the original agreement was \$70,000.00.

Amendment 1: In November 2015 the City received bids for this project that were substantially over the engineers estimate. In December the bids were rejected to redesign and rebid. Strand has redesigned and worked with the Sewer Department and Public Works Department to restructure the bid in an attempt to lower the cost. The project was rebid and was awarded in July 2016 with a new bid that was \$77,953.00 less than the previously rejected low bidder. Strand is requesting an additional \$13,200.00 for the redesign and rebidding.

Original Contract:	\$70,000.00
Amendment 1:	<u>\$13,200.00</u>
Total Contract:	\$83,200.00

Financial Analysis: Funds are available in account 300.68.56555. The budget for this account is \$9,612,500 and as of July 31 this account had \$63,170 expended and encumbered.

Recommendation: Approval

Attachments:

- Amendment No. 1

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.3 To approve Amendment #8 to an Engineering Agreement with CDM Smith (CDM) to provide additional engineering services and construction management for the Crestwood I&I Reduction Project, Schenkel Lane area and authorize the Mayor to sign all documents related to the project. Services are a result of a new alignment required for repairs on Schenkel Lane (Sewer Department).

Purpose: The purpose of this item is to approve Amendment #8 to an Engineering Agreement with CDM Smith (CDM) to provide additional engineering services and construction management for the Crestwood I&I Reduction Project, Schenkel Lane area and authorize the Mayor to sign all documents related to the project. Services are a result of a new alignment required for repairs on Schenkel Lane.

Background: In September 2011 the Sewer Department entered into a contract with CDM to perform a preliminary assessment of the collection system of the Crestwood subdivision. In February 2012 the City approved Amendment #1 which provided for additional field testing needed prior to design. In November 2013 the City approved Amendment #2 to cover Final Design, Construction Administration and

Construction Observation services for the project. In September 2014 the City approved Amendment #3 to cover additional resident construction inspection assistance, design assistance, and communications needed due to field issues encountered with storm water infrastructure. Additionally, this amendment covered services required for an 8-inch main between Laurel and Pinewood requiring additional design considerations due to a residential garage being built above it and support posts being driven into the 8-inch main. In December 2014, the City approved Amendment #4 to cover engineering and design services for approximately 200 LF of new 8-inch sanitary gravity sewer, 3 new manholes, and 3 lateral connections to properties at 130 through 134 Schenkel Lane. Based on initial field inspections, the alignment was assumed within utility right-of-ways and as a result easement analysis was not included in Amendment #4. Amendment #5 was a no-cost time extension that added additional time for design changes and for the performance of the additional work. Amendment #6 included 18 hours of additional services as well as survey services (survey not to exceed \$4,500) to verify right-of-way and easements to finalize design and construction services for the improvement project on Schenkel Lane; however, the amendment did not include additional time. In January, 2016 the City approved Amendment #7 for a time only extension to complete the activities associated with Amendment #6.

Amendment #8 is for design services for the realignment of 260 LF of new 8-inch sanitary gravity sewer, 3 new manholes, and 3 lateral connections to service the three properties from 130 to 134 Schenkel Lane, bidding services, and Resident Project Representation services during construction. The cost for this work is \$7,870.00.

Original Agreement	\$99,483.00
Amendment #1	\$99,466.00
Amendment #2	\$89,970.00
Amendment #3	\$18,235.00
Amendment #4	\$20,205.00
Amendment #5	\$0.00
Amendment #6	\$6,960.00
Amendment #7	\$0.00
<u>Amendment #8</u>	<u>\$7,870.00</u>
Total	\$342,189.00

Financial Analysis: Funds are available in account 300.68.56555. The budget for this account is \$9,612,500 and as of July 31 this account had \$63,170 expended and encumbered.

Recommendation: Approval

Attachments:

- Amendment #8

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.4** Approval of Construction Contract to Herrick Company, Inc. for the construction and installation of the Supervisory Control and Data Acquisition (SCADA) system, Process Water System and Emergency Generator located at the wastewater treatment plant and to authorize the Mayor to sign documents related to this project (Sewer Department).

Purpose: To award a construction contract to Herrick Company, Inc. for the construction and installation of the Supervisory Control and Data Acquisition (SCADA) system, Process Water system and Emergency Generator system located at the wastewater treatment plant and to authorize the Mayor to sign documents related to this project.

Background: In January 2011 the Sewer Department experienced the first power outage at the wastewater treatment plant in recent history of the Department. Subsequent to this power failure the Department entered into a contract with HMB to evaluate alternatives for providing emergency power to the wastewater treatment plant in the event of a power failure.

During design of the backup generator it was recommended that the Department consider installation of a SCADA system since during installation of the emergency generator conduit for the SCADA system can be installed at the same time, substantially reducing the cost of the SCADA installation. The SCADA system will allow better control of the processes at the plant and allow remote assessment of the plant systems from offsite. In the event of a plant problem an experienced operator can assist a less experienced operator without having to return to the plant; thereby saving cost of overtime.

The Sewer Department received bids on August 11th, 2016 for construction of the SCADA, Process Water and Emergency Generator systems.

We received a total of 3 bids and Herrick Company, Inc. was determined to be the lowest responsible bidder at \$2,279,000.00. The bids are as follows:

Herrick Company, Inc.	\$2,279,000.00
Broadway Electric Service Cop.	\$2,320,620.00
Smith Contractors, Inc.	\$2,394,000.00

Due to the bids being higher than the engineers estimate, the hardware and software that was in the original bid will now be a direct purchase which will save the cost of sales tax and contractor mark up. We are also determining other items to be directly purchased by the Sewer Department to save on the cost of the project. The new contract amount will be \$2,079,000.00. The Sewer Department will evaluate additional direct equipment purchases to further reduce the amount of sales tax on the project and reduce the total project cost.

Financial Analysis: Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of July 31 this account had \$63,170 expensed or encumbered. This project is being partially funded by a \$1.32M loan from Kentucky Infrastructure Authority at 1.75% interest.

Recommendation: Approval

Attachments:

- Bid Tab
- Engineer's Recommendation Letter
- Contract Documents (**To Be Provided**)

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.5 Approval of lowest bid for demolition of nine (9) condemned structures and rubbish removal at **804 First Ave., 158 Gayle St., 215 Holmes St., 359-361 Holmes St., 728 Kentucky Ave., 109 Maple St., 403 Old Dailey Ave., 242 Wright St., 246 Wright St.** and to authorize the Mayor to sign all related documents.

Purpose: Approval of lowest bid for demolition of a condemned structures and rubbish removal at **804 First Ave., 158 Gayle St., 215 Holmes St., 359-361 Holmes St., 728 Kentucky Ave., 109 Maple St., 403 Old Dailey Ave., 242 Wright St., 246 Wright St.** and to execute the memorandum of agreements with **John Fehsal Jr.** for the demolition and debris removal.

Background: In accordance with the Property Nuisance Code, Section 109.1, the City ordered the property owners of **804 First Ave., 158 Gayle St., 215 Holmes St., 359-361 Holmes St., 728 Kentucky Ave., 109 Maple St., 403 Old Dailey Ave., 242 Wright St., 246 Wright St.** to repair or raze the condemned building; the Nuisance Code Hearing Board found the owner in violation and issued a fine on July 26, 2016 and is scheduled to issue a second fine in September 2016. The property was properly noticed in accordance with the Nuisance Code. The properties have been previously posted as condemned-unfit for occupancy. The properties have also been determined as urban abandoned property and were issued a triple property tax this year.

Quotes were received as follows:

John Fehsal, Jr.:	\$ 80,750
CC Moore Co.:	\$ 110,105
Karsner Const.	\$ 238,150

Financial Analysis: Partial funding (\$40,000) for the demolition of these properties will be from the Planning Department . account number 100-70-53295. The remainder will need to come from the general fund as a budget amendment . separate agenda item.

Recommendation: Approval of the lowest bids from **John Fehsal Jr.** and to execute the memorandum of agreement for the demolition of the structure and rubbish removal of nine (9) structures located at **804 First Ave., 158 Gayle St., 215 Holmes St., 359-361 Holmes St., 728 Kentucky Ave., 109 Maple St., 403 Old Dailey Ave., 242 Wright St., 246 Wright St.**

Attachments:

- Bids
- Memorandum of Agreement

Contact Persons:

Name:	Gary Muller	Robert Engle
Title:	Planning and Building Codes Director	Code Enforcement Supervisor
Department:	Planning	Planning
Phone:	502/352-2100	502/352-2099
Email:	gmuller@frankfort.ky.gov	rengle@frankfort.ky.gov

7.6 To award the bid to Fuelband LLC in the amount of \$92,988 for completing the repair and replacement of exterior siding, trim work, railing, soffit, fascia, flashing, exterior painting, and for other miscellaneous repairs to the Gooch House and authorize the Mayor to sign all documents related to the project (Public Works).

Purpose: To award the bid to Fuelband LLC in the amount of \$92,988 for completing the repair and replacement of exterior siding, trim work, railing, soffit, fascia, flashing, exterior painting, and for other miscellaneous repairs to the Gooch House and authorize the Mayor to sign all documents related to the project.

Background: This contract is Phase 2 of work to repair and replace exterior siding, trim work, railing, soffit, fascia, flashing, exterior painting, and other miscellaneous repairs to the Gooch House. This contract will continue repairs to the Gooch House by completing the necessary siding and other maintenance work to the exterior of the historic building.

The bid from Fuelband LLC was \$96,512 lower than the only other bid received for this project. Please find attached a letter from the architect, David Banks, recommending acceptance of the bid.

Financial Analysis: There were two responsive bidders on this Project. The successful low bidder for this project, recommended by Banks Architecture, was Fuelband LLC with a bid amount of \$92,988. Funds for the project are available in account 100-64-53252. The City will receive \$21,846 in tax credits for Phase I. We will also apply for Phase II.

Recommendation: Approval

Attachment:

- Recommendation letter from David Banks, Architect

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

- 7.7 To authorize a contract renewal with Morton Salt to provide a one-year supply for road salt and authorize the Mayor to sign all related documents (Public Works).

Purpose: Renew the contract with Morton Salt to provide road salt for the next year and authorize the Mayor to sign all related documents.

Background: On October 8, 2015 the City of Frankfort received 3 bids for a one-year unit price contract for road salt. The bids ranged from a high of \$83.50/ton by Cargill Inc. to the low of \$74.20/ton submitted by Morton Salt. On page 11 of the signed contract the City had an optional 1-year extension clause to continue under the same contract.

Financial Analysis: Funds are available in the Street Department Budget Account No. 100.62.54335 for the purchase of road salt.

Recommendation: Approval

Attachments:

- 2015 Contract Agreement
- 2015 Bid Tab

Contact Person:

Name: Tom Bradley
Title: Director
Department: Public Works
Phone: 502/875-8500
E-mail: tbradley@frankfort.ky.gov

- 7.8 To authorize entering into a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in South Frankfort in an amount not to exceed \$52,000 and authorize the Mayor to sign all documents related to the project (Public Works).

Purpose: To authorize entering into a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in South Frankfort in an amount not to exceed \$52,000 and authorize the Mayor to sign all documents related to the project.

Background: City Sidewalk Policy 2010 requires updated mapping and removal of sidewalk trip hazards. The Americans with Disabilities Act (ADA) of 1990 defines a trip hazard as any vertical change of over 1/4 inch or more at any joint or crack. PCC will provide an updated survey of sidewalk conditions, the removal of trip hazards between 1/4-inch and 2-inches through a patented saw cutting process, and documentation and locations of completed repairs. Contracting with PCC for repair services provides Public Works with a method to remove taller panel trip hazards without having to remove and replace otherwise sound sidewalk material.

Phase 1 of this project was approved in 2015 and completed about half of the Downtown Frankfort Area. Phase 2 was completed earlier in 2016 and targeted the remaining sidewalks in the downtown area. PCC saw cut repairs could be completed within 10 days, where full sidewalk replacement would take an estimated 2 months. Sidewalk panels that cannot be repaired through this process are identified in the Condition Survey for future in-house or contracted replacement.

Financial Analysis: No Bid was solicited for this project due to this companies patented equipment and process for removing ADA trip hazards. Public Works contends that PCC is a Sole Source vendor for their particular type of repair work. There are companies that can perform vertical sawing of concrete but they do not have the equipment to perform the horizontal cutting to meet ADA standards. Performing all of this work by grinding and meeting ADA standards is impractical, especially for depths exceeding ½ inch. A list of patents obtained by PCC is attached to help justify the Sole Source designation. Funds for this project are available in the Municipal Aid Account (Account No. 535-00-51100).

Recommendation: Approval

Attachments:

- Copy of the Proposal
- Copy of Patents

Contact Person:

Name: Keith Parker, PE
Title: Deputy Director
Department: Public Works
Phone: 502/875-8500
Email: kparker@frankfort.ky.gov

7.9 To approve a contract with Vaughn & Melton for engineering services associated with the conversion of West Main Street to two-way traffic and authorize the Mayor to sign all related documents (Public Works).

Purpose: To approve a contract with Vaughn & Melton for engineering services associated with the conversion of West Main Street to two-way traffic and authorize the Mayor to sign all related documents. .

Background: The conversion of traffic flow on West Main Street from one-way to two-way traffic will require some physical changes to the roadway and the signage. This contract is for engineering services to prepare plans for the changes that need to be made. These changes include modifications for signage, striping, and curb/sidewalks. The Consultant will also incorporate the design for the traffic signal at West Main and Ann Street into the plans and bid documents. The Kentucky Transportation Cabinet is performing the design of the signal.

Three engineering firms were asked to submit proposals for scope and price:

Vaughn & Melton	\$45,240
HMB Engineers	\$55,000 (includes part time inspection)
Integrated Engineering	\$48,960

Financial Analysis: The funds for the design of this project (\$45,240) will come from Municipal Aid Account (Account No. 535-00-51100).

Recommendation: Approval

Attachments

- Professional Services Agreement

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

7.10 To award the annual bid for resurfacing public streets within the City and to authorize the Mayor to sign all related documents (Public Works).

Purpose: To award the annual bid for resurfacing public streets within the City and to authorize the Mayor to sign all related documents.

Background: Each year the City receives money from Municipal Aid which is collected through the State gasoline tax. This money can be used for improvements to the streets and sidewalks of the City. The current condition of the City-maintained streets is reviewed regularly and streets are chosen to be resurfaced based on several factors including service life of pavement, estimated vehicles per day, ride quality, drainage concerns, budget, etc. The streets that Public Works have selected this year are:

	<u>Name</u>	<u>From</u>	<u>To</u>
1.	Broadway	Wilkinson St	Dead end floodwall
2.	Lewis St	Main	Broadway
3.	Felmer	3 rd St	South to unnamed
4.	Winding Way	E Main St.	Marlowe Ct
5.	Brighton Park Blvd	Kroger intersection	End
6.	Meredith	Rolling Acres	E Main
7.	Powhatan Tr	Chinook	Steadmantown
8.	Tonkawa Tr	Schenkel	Quachita
9.	Gayle St	Holmes	End
10.	Beechwood Ave	Main	Hillwood

Variations to the list may be necessary due to utility or other projects, some small projects may be substituted.

Financial Analysis: There was one unit price bid received. The bid was from HG Mays Corporation for the following items:

- A) Milling . \$39.75/ton
- B) Asphalt Surface . \$72.79/ton
- C) Tack Coat . \$3.25/gal

Public Works has estimated that the combined total of the street segments paved under this contract will not exceed \$249,000 and we find these proposed costs to be fair and reasonable. Money for this item is available in the Municipal Aid account 535.00.51100.

Recommendation: Approval

Attachment:

- Contract

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

7.11 To authorize the Mayor to accept the bid and sign all related documents for the purchase of a new ambulance (Fire).

Purpose: To accept bid and authorize the Mayor to sign all related documents for the purchase of a new ambulance.

Background: The ambulance will be a 2016 model purchased from Excellance Ambulance at a cost of \$218,474.12. After reviewing the one (1) that was received, Excellance was considered to substantially meet the objective of the bid. The ambulance will replace a 2002 Ford ambulance with 125,000 miles. The 2002 Ford has considerable rust in the rocker panels, metal fatigue in the door hinges as well as showing signs of heavy wear in the interior. The delivery time for the new ambulance will be approximately five (5) months at which time the 2002 Ford will be surplus. The fleet supervisor supports the replacement of the 2002 ambulance and the chassis configuration of the ambulance that was bid.

Financial Analysis: The ambulance will be purchased with a lease agreement and the first payment in budgeted in account 100-41-56553.

Recommendation: Approval

Attachments:

- Excellance Bid

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: eslone@frankfort.ky.gov

7.12 To authorize the Mayor to sign all related documents relating to a service contract with Physio-Control for one (1) Lucas device. (Fire)

Purpose: To approve the contract and allow the Mayor to sign all related documents with Physio-Control for the annual service of one (1) Lucas Devices (automated cardiac compression devices).

Background: The service agreement covers all repairs, batteries, and calibration for a Lucas Device. Additionally, a loaner will be available if work must be completed on the device off site.

Financial Analysis: The contract is for a period of four (4) years at a cost of \$4,650 total and will be paid in four (4) yearly installments. Funds are budgeted in account 100-41-53250.

Recommendation: Approval

Attachments:

- Physio Control Contract

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: eslone@frankfort.ky.gov

7.13 To consider approving a request by Mr. Roger Crall for a sewer adjustment due to leaks in the water pipes providing water service at the Valley View Mobile Home Park located at 709 Holmes Street and to authorize the Mayor to sign any documents related to the adjustment (Sewer Department).

Purpose: To approve a request by Mr. Roger Crall for a sewer adjustment due to leaks in the water pipes providing water service at the Valley View Mobile Home Park located at 709 Holmes Street and to authorize the Mayor to sign any documents related to the adjustment.

Background: Mr. Crall is the current owner of the Valley View Mobile Home Park and the MHP was served by a single master meter for the entire MHP. There have been a series of underground leaks during the month of December 2015 and Mr. Crall has attempted to repair the leaks, but as a leak is repaired another leak occurs. The underground leaks were not in the proximity of sewer lines and the Sewer Department does not believe a significant amount of the leaking water entered the sewer system.

To correct the problem Mr. Crall recently contracted with the Frankfort Plant Board to replace the entire water supply system and have individual meters installed at each mobile home. The work was completed in July 2016 and the Frankfort Plant Board removed the master meter from the MHP on July 20, 2016.

Financial Analysis: This will be a one-time adjustment to Mr. Crall's sewer account at the Frankfort Plant Board of \$63,956.25.

Recommendation: Approval

Attachments:

- Adjustment Request for Mobile Home Park
- Sewer Department Calculation Sheet
- Frankfort Plant Board Usage History
- Sewer Adjustment Policy

Contact Person:

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.14 Authorization for Police to purchase forty-six (46) new Taser X2 Electronic Control Devices (ECDs) and relevant components. These ECDs will replace obsolete, and items in disrepair for all officers assigned to the Patrol Division. Also, to authorize the Mayor to sign all related documents.

Purpose: Authorization to purchase forty-six (46) new Taser X2 Electronic Control Devices (ECDs) and relevant components. Also, to authorize the Mayor to sign all related documents.

Background: Police originally deployed Taser ECDs in 2006. Since that time, these tools have prevented numerous officer and suspect injuries. Further, the threatened use has helped to gain voluntary compliance in combative subjects thus eliminating the need for any use of force at all. Since these items are technology based, that technology has become obsolete for the models that are currently in use. Taser no longer supports or maintains the X26 model that we carry. This item was considered in the approved FY2107 budget. The total cost to equip the patrol division is \$79,613.74. These items are provided by a single source regional supplier, Gulf States Distributors.

Financial Analysis: The total cost for the forty-six (46) Taser X2 ECDs, four year warranty, AAPM Batteries, Duty Cartridges, Training Cartridges, Data Port Download Kit, and Duty Holsters is \$79,613.74. The funds are budgeted and are available in account # 100-43-56550.

Recommendation: Approval

Attachments:

- Gulf States Distributors Quote (single source regional provider)

Contact Person:

Name: Jeff Abrams
Title: Chief
Department: Police
Phone: 502/352-2042
Email: jabrams@frankfort.ky.gov

7.15 To authorize the Mayor to sign the Agreement to hire Tim Zisoff as the Interim City Manager.

Purpose: To authorize the Mayor to sign the Agreement to hire Tim Zisoff as the Interim City Manager.

Background: Mr. Zisoff, the City Manager, recently announced his resignation from the position of City Manager of Frankfort, Kentucky, with the resignation to take effect at close of business on October 3, 2016. However, Mr. Zisoff has agreed to serve as the Interim City Manager for the period of time beginning October 4, 2016, and ending December 31, 2016, with the possibility of a thirty (30) day extension thereafter, subject to the mutual agreement of the parties. Pursuant to the Agreement, Mr. Zisoff will receive the same salary and benefits while serving as the Interim City Manager as he received while serving as the permanent City Manager.

Fiscal Impact: There should be no financial impact to the City, as Mr. Zisoff will receive the same benefits while serving as the Interim City Manager as he received while serving as the permanent City Manager.

Recommendation: Approval

Attachments:

- Contract

Contact Person:

Name: Rob Moore
Title: City Solicitor
Department: Legal
Phone: 502/209-1218
Email: rmoore@stites.com

7.16 To approve the Request for Proposals for the 2016 Downtown Reinvestment Program for downtown Frankfort and to authorize the Mayor to sign all related documents (Planning & Grants).

Purpose: To approve the Request for Proposals for the 2016 Downtown Reinvestment Program for downtown Frankfort.

Background: In the fall of 2015 the City Commission tasked staff and other members of the community to research the possibility of a grant for large rehabilitation/construction projects in the downtown area. After many meetings and two presentations to the Commission a Request for Proposals has been created for the project. Staff would like the Commission to show support for the project by approving the RFP for the program. The Commission will be asked to authorize the program and the Task Force reviewing submitted RFPs at an upcoming meeting.

Financial Analysis: The Commission has approved \$100,000.00 for the project in the current budget.

Recommendation: Approval

Attachment:

- Request for Proposals

Contact Persons:

Name:	Gary Muller	Rebecca Hall
Title:	Director	Grants /Community Relations Manager
Department:	Planning and Zoning	City Manager
Phone:	502/875-8500	502/875-8500
Email:	gmuller@frankfort.ky.gov	rhall@frankfort.ky.gov

7.17	<u>Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Retirement	Anna Whitaker	Parks and Rec	10/1/16	Administrative Aide (authorize payment of accrued leave)
	Resignation	Edward Hunt	Fire	9/13/16	Firefighter III/Paramedic authorize payment of accrued leave)
	Resignation	Chase Nichols	Fire	9/16/16	Firefighter II/Paramedic (authorize payment of accrued leave)
	Termination	Angie Willoughby	Planning	8/30/16	Electrical Inspector II
	Promotion	Alex Cunningham	City Manager	9/16/16	Administrative Specialist to Administrative Aide (Parks and Rec)
	Appointment	Codie Rich	Fire/EMS	9/20/16	Firefighter I
	Appointment	Drew Stevenson	Fire/EMS	9/20/16	Firefighter I
	Appointment	Phillip Powell	Fire/EMS	9/20/16	Firefighter I
	Appointment	Christopher Wood	Fire/EMS	9/20/16	Firefighter I
	Appointment	Demetrius Bradshaw	Fire/EMS	9/20/16	Firefighter I
	Appointment	Brandon Smither	Fire/EMS	9/20/16	Firefighter I

Permission to make two (2) conditional offers of employment for the position of Firefighter/EMT Recruit. This request is to backfill the two departing firefighters. 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 81.

Attachments:

- Retirement Letter . Anna Whitaker
- Resignation Letter . Edward Hunt
- Resignation Letter . Chase Nichols

Contact Person:

Name:	Kathy Fields
Title:	H/R Director
Department:	City Manager
Phone:	502/875-8500
Email:	kfields@frankfort.ky.gov

8. BOARD APPOINTMENTS

8.1 Frankfort Electric and Water Plant Board . Appointment of John A. Cubine, for a term ending 09-23-20.

Attachments:

- Mayor's letter of recommendation
- John A. Cubine resume

8.2 Architectural Review Board . Reappointment of Joe Berry, for a term ending 09-12-19.

Attachments:

- Mayor's letter of recommendation
- Joe Berry resume

8.3 Architectural Review Board . Reappointment of Ann Austin Wright, for a term ending 09-12-19.

Attachments:

- Mayor's letter of recommendation
- Ann Austin Wright resume

8.4 Architectural Review Board . Appointment of Jennifer Oberlin, for a term ending 09-12-18. (Replacing Jennifer Zingg)

Attachments:

- Mayor's letter of recommendation
- Jennifer Oberlin resume

8.5 Forestry Advisory (Tree Board) . Appointment of Janie McWilliams, for a term ending 05-08-17. (Replacing Diane Peters)

- Mayor's letter of recommendation
- Janie McWilliams resume

8.6 BZA . Appointment of Margaret Townsley, for a term ending 07-01-20. (Replacing Bruce Rankin)

- Mayor's letter of recommendation
- Margaret Townsley resume

9. OLD BUSINESS

10. NEW BUSINESS

10.1 Discuss City Manager Consultant Search Firm Selection Process

11. CLOSED SESSION PER KRS 61.810(1)(c) LITIGATION & 61.810 (1)(b) PROPERTY

12. ADJOURNMENT