

REGULAR MEETING
FRANKFORT BOARD OF COMMISSIONERS

April 27, 2015
5:00 P.M. (EDT)

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 Commissioner Haynes. The Pledge of Allegiance was recited.

Mayor May stated he would like to move Item 10.2 (Reports from Local Agencies) to Item 2.2 (Ceremonial Items). Without objection the item was moved.

Commissioner Bowers indicated a phrase was left off the minutes for 3/23/15 regarding a partnership with the school about the lighting at Capital View Park. Following a discussion, the decision was made to approve the minutes as presented. 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.

Ceremonial Items

Mr. Jim Parrish Director of Parks and Recreation recognized Ms. Karena Nava from Franklin Co. High School as the first place winner in the t-shirt design contest for Reforest Frankfort. Mayor May said thank you to all the staff and volunteers for all their hard work during the event.

Ms. Joy Jeffries, Executive Director of the Frankfort/Franklin County Tourist & Convention Commission said thank you to the commission for their support opening the locks and dams from here to the Ohio River.

Mr. Rex Fowler with KCDC offered a Summary of 2014 Events. Frankfort is rated a top community in Kentucky for expanded business.

Ms. Carmen Inman, President/CEO of the Frankfort Area Chamber of Commerce gave a quarterly report. The Chamber is focusing on goals and branding the community along with continuing the move Frankfort forward. The Chamber has been working closely with KCDC, City, County and DFI on community projects.

Ms. Donna Gibson, Executive Director of the Paul Sawyer Library offered a handout and explained the facilities' 3-year strategic plan.

Ms. Brittain Skinner, representing Downtown Frankfort, Inc., provided information on many upcoming events such as Derby Breakfast, Art Walk, Summer Concerts. DFI is working closely with the Police Department on parade permits. Ms. Skinner thanked everyone in advance for their support of the downtown events and is looking forward to the upcoming season.

It was moved by Commissioner Sower and seconded by Commissioner Bowers to move Item 4.3, First Reading of an Ordinance appropriating the Revenue to be received by the City of Frankfort for Fiscal Year 2015-2016; from the agenda for discussion at the 5/11/15 Work Session. The question was put upon the motion, and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, and Bowers, and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Mayor May stated this is the last meeting of April and the final meeting for City Clerk, Ms. Ramona Newman as she will retire on April 30th. The board offered thanks for her dedicated service and wishes her well. There will be a retirement ceremony on April 30th at City Hall from 1-4pm. Ms. Chermie Maxwell will replace Ms. Newman as City Clerk starting May 1st.

Citizen Comments

Mr. John Tabor and Mrs. Kathy Tabor, owners of 131 ½ Willis Avenue approached the board to request a time extension on demolition of the property. They are currently working on securing a loan. Planning Director, Mr. Gary Muller responded that the property has been condemned due to no utilities and numerous animals on the property. Discussion followed and item was moved to Old Business.

Ms. Donna Hecker, representing Walk-Bike Frankfort, thanked the Board in advance for the Resolution, regarding the "Mayor's Challenge for Safer People/Safer Streets." Ms. Hecker would like to inquire on the status of establishing an action team. A special thanks to Chief Abrams for his assistance. Also, May is National Bike Month.

Mayor May stated the regular May meeting will be moved to May 18, 2015, due to the Memorial Day Holiday.

"AN ORDINANCE AMENDING ORDINANCE NO. 5, 2015 SERIES, AND CHAPTER 37, SECTION 37.31(E) JOB CLASSIFICATIONS OF THE FRANKFORT CODE OF ORDINANCES REGARDING FIRE DEPARTMENT PERSONNEL", was presented and read. This Ordinance had a first reading on March 23, 2015. It was Moved by Commissioner Bowers, seconded by Commissioner Sower 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, and Bowers, and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted (Ordinance No. 6, 2015 Series).

REMOVE FROM THE TABLE AND SECOND READING; "AN ORDINANCE AMENDING CHAPTER 90, ANIMALS, SECTION 90.20, PET LICENSE REQUIRED, SECTION 90.23, IMPOUNDMENT, 90.24, RECLAMATION BY OWNER OR CUSTODIAN, AND 90.25, ADOPTION OF DOG OR CAT; TIME LIMIT, OF THE CITY OF FRANKFORT CODE OF ORDINANCES" was presented and read. This Ordinance had a first reading on February 23, 2015. It was moved by Commissioner Bowers, seconded by Commissioner Haynes, that the Ordinance be adopted. Following discussion, it was moved by Commissioner Roach, seconded by Commissioner Sower, to amend the timeframe of the ordinance to 3 years instead of 5 years. The question was put upon the Motion and the roll called. Those voting in favor of the motion were Commissioners Sower and Roach (2). Those voting against the motion were Commissioners Haynes, Bowers and Mayor May (3). The motion failed and was not amended. The Ordinance was thereupon adopted (Ordinance No. 7, 2015 Series).

"AN ORDINANCE APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR FISCAL YEAR 2015-2016". It was moved by Commissioner Sower, seconded by Commissioner Bowers that the Ordinance be removed from the agenda and added to the May 11, 2015 Work Session Agenda for further discussion. The question was put upon the Motion and the roll called. Those voting in favor of the motion were Commissioners Haynes, Sower, Roach, and Bowers, and Mayor May (5).

"AN ORDER TO NAME THE STREET ADJACENT TO THE FORMER SITE OF THE PAUL SAWYIER LIBRARY BUILDING TO RIVERBOAT LANDING" was presented. It was moved by Commissioner Bowers, 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, Sower, Roach, Bowers, and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted (Order No. 2, 2015 Series).

"A RESOLUTION REGARDING A FINANCE CONTRACT FOR THE PURPOSE OF PROCURING OUTDOOR WARNING SIRENS." was presented. It was moved by Commissioner Bowers, seconded by Commissioner Haynes, 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, Bowers, and Mayor May (4). Those voting against the motion were Commissioner Roach (1). The motion was thereupon adopted (Resolution No.10, 2015 Series).

The following miscellaneous and personnel items were presented:

- 7.1 Authorized approval for the Mayor to sign the Customer Service Agreement and all related documents between Republic Services and the City of Frankfort providing Republic with the exclusive right to collect and dispose of all of the non-hazardous solid waste material generated by the Parks and Recreation Department for a period of three years beginning on March 1, 2015. The cost of the service is \$1,250.00 per month (Parks and Recreation). Monies are available in different divisions ranging from Division 80 to Division 87 from Account No. 100-53250 (maintenance and repairs).
- 7.2 Authorized the Mayor to sign a Lease Agreement and all related documents between Canon Solutions of America and the City of Frankfort with respect to the Parks and Recreation Department copier (Parks and Recreation). Funds are available in Account No. 100-80-53285 (computer services).
- 7.3 Authorized approval of the lowest bid for demolition of a condemned structure and rubbish removal at 306 Swigert Ave., and allow the Mayor to execute the Memorandum of Agreement (Planning and Building Codes). Funding for the demolition of these properties will be from the Planning Department Account Number 100-70-53295.
- 7.4 Authorized approval of a Purchase Order to Straeffer Pump & Supply Inc. for the purchase of two Aurora Solids Handling Pumps to replace the current Return Activated Sludge (RAS) pumps at the WWTP, and authorize the Mayor to sign all documents associated with the purchase (Sewer Department). The cost per pump is \$28,985.00 for a total cost of \$57,970.00 and funding is available in Account No. 200-68-53250. This account has \$100,000 budgeted and as of February 28, \$40,353 has been expensed and encumbered.
- 7.5 Authorized award of a contract to Todd Johnson Contracting Inc. for construction of the Kentucky Avenue Interceptor Project, and authorize the Mayor to sign all documents associated with the contract (Sewer Department). Funding is available in Account No. 300.68.54390. This account has \$12,005,000 budgeted and as of February 28, \$1,337,496 has been expensed and encumbered.
- 7.6 Authorized approval of Change Order #1 to the contract with Smith Contractors, Inc. for construction of a new pump station and approximately 630-feet of 12-inch force main, and to authorize the Mayor to sign all documents related to the project (Sewer Department). Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of February 28, \$1,337,496 has been expensed and encumbered.
- 7.7 Authorized award of a contract to Hydromax USA, LLC to provide Flow Monitoring Services in the sanitary sewer system, and authorize the Mayor to sign all related documents (Sewer Department). Funding is available in Account No. 300.68.54390. This account has \$12,005,000 budgeted and as of February 28, \$1,337,496 has been expensed and encumbered.
- 7.8 Authorized a purchase order with Teledyne Instruments, Inc. for the purchase of flow monitoring equipment for in-house flow monitoring, and authorize the Mayor to sign all documents related to the purchase (Sewer Department). Funding is available in Account No. 300.68.54390. This account has \$12,005,000 budgeted and as of February 28, \$1,337,496 has been expensed and encumbered.
- 7.9 Authorized the movement of previously allocated funds to put toward the purchase of an ambulance (Fire Department). This allocation will reduce the debt on the purchase of an ambulance already in the Fire Department's Capital Budget.
- 7.10 Authorized the Mayor to sign a Business Associates Agreement and all other related documents, with ESO Solutions to provide EMS reporting software (Fire Department).
- 7.11 Authorized approval to declare as surplus property twenty-five (25) Scott Self Contained Breathing Apparatus, 1997 series and twenty-five (25) bottles (Fire Department). The financial gain on the surplus of these Self Contained Breathing Apparatus is estimated to be \$5,000 for the lot of twenty-five (25).
- 7.12 Removed from Agenda
- 7.13 Authorized the Mayor to sign the 2014 Phase II Annual Report for the City of Frankfort and Franklin County (Public Works).
- 7.14 Authorized approval of a contract with Karsner Construction to make repairs to sections of the existing sidewalks on Centennial Avenue, Landings Drive, Freedom Drive, and American Way, to include ADA improvements at crosswalks, and authorize the Mayor to sign all related documents (Public Works). Funds for this project are available in the Municipal Aid Account (535-00-51100).
- 7.15 Authorized entering into a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in an amount not to exceed \$19,900 and authorize the Mayor to sign all documents related to the project (Public Works). Funds for this Project are available in the Municipal Aid Account (Account No. 535-00-51100).
- 7.16 Authorized approval of a Professional Services Agreement with HMB Professional Engineers for the field investigation, hydraulic modelling, and preliminary design for the Thornhill Storm Sewer Project, and authorize the Mayor to sign all documents related to the project (Public Works). : Funds for this project are available in the Storm Water Advisory Technical account (Account No. 100-66-56210).
- 7.17 Authorized the Mayor to sign a Memorandum of Agreement with Kentucky Community and Technical College System (Fire/EMS).
- 7.18 Authorized the Mayor to sign an agreement between Risk Management Services Company and the City of Frankfort (HR/City Manager). \$9,000 annual cost decrease
- 7.19 Authorized the Mayor to sign an Amendment to HealthSmart Benefit Solutions, Inc. Administrative Services Agreement (HR/City Manager). Decrease of approximately \$100/month.
- 7.20 Authorized approval for the Mayor to sign and execute an updated Agreement with Josephine Sculpture Park, Inc. ("JSP"), concerning the exhibiting of work(s) of art on City properties (Parks and Recreation). The City will pay the amount of \$100.00 per work of art, plus incur the cost of installing the work(s) of art.
- 7.21 Authorized the following personnel actions:
 - Appointment of DeJanee White to Police Department as Patrol Officer I, effective 4/21/15 (Police).
 - Appointment of Judd Ellis to IT/City Manager Department as Computer Systems Technician I, effective 4/7/15 (IT).
 - Appointment of David Simpson to the Sewer Department as Sewer Tech I, effective 4/28/15 (Sewer).
 - Promotion of David Newnam from Parks/Golf Maintenance Specialist II to Parks Rec Supervisor (Div 1), effective 4/28/15 (Parks).
 - Promotion of Jonathan Hockensmith from Parks/Golf Maintenance Specialist II to Parks Rec Supervisor (Div 3) effective 4/28/15 (Parks).
 - Transfer of Debbie Gipson in PW/Transit from Transit Dispatcher I to Transit Driver, effective 4/7/15 (Transit).
 - Transfer of Sonya Upton in PW/Transit from Transit Driver to Transit Dispatcher I, effective 4/7/15 (Public Works).
 - Resignation (retirement) of Ramona W. Newman as City Clerk in the City Manager Department and authorized payment of all accrued leave, effective 4/30/15 (City Manager).

It was moved by Commissioner Haynes, seconded by Commissioner Roach, that the Consent Agenda be adopted. All members being present, the motion to approve the consent agenda was adopted without objection.

Board Appointments

It was moved by Commissioner Bowers, seconded by Commissioner Haynes, to accept the Mayor's Recommendation and reappoint the following:

8.1 Civil Service Board – Reappointment of Corey Bellamy, for a 4-year term ending 2-28-19.

8.2 Civil Service Board – Reappointment of Raymond Carter, for a term ending 2-28-19.

8.3 Architectural Review Board – Reappointment of Mary Lee New, for a term ending 9-12-17.

8.4 Nuisance Code Hearing Board – Reappointment of Pat Bacon, for a term ending 1-27-18

8.5 Board of Park Commissioners – Reappointment of Jeff Howard, for a term ending 5-1-18.

8.6 Forestry Advisory Board – Reappointment of Henry Scott Hankla, for a term ending 5-8-18.

8.7 Forestry Advisory Board – Reappointment of John P. Abell, for a term ending 5-8-18.

8.8 Forestry Advisory Board – Reappointment of Jean Henry, for a term ending 5-8-18.

The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioner Haynes, Commissioner Sower, Commissioner Roach, Commissioner Bowers, and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Old Business

At the request of Mayor May, Mr. Gary Muller Planning Director discussed Mr. Tabor's property at 131 ½ Willis Ave. Mr. Muller will offer an update at the Work Session on 5/11/15 regarding this specific property and other abandoned properties.

At the request of Commissioner Bowers, Mr. Jim Parrish Parks & Recreation Director stated he has been in contact with the Frankfort Independent School Board regarding the softball field lighting. The lighting estimate has been received and he is discussing a partnership with them. Discussion followed.

At the request of Commissioner Roach, Mr. Jim Parrish Parks & Recreation Director said the Aquatic Center's construction is somewhat behind due to weather issues. There is a progress meeting on 5/6/15 and he will give another update at the Work Session on 5/11/15.

At the request of Commissioner Roach, Mr. Tom Bradley Public Works Director gave an update on suspension of garbage service due to delinquent garbage bills. A Public Works staff member will be contacting property owners and give them a deadline of when the City will cut off their service. Mr. Bradley is anticipating approximately 30 days after the contact has been made. 80% of the garbage bills have been collected since the initial delinquent letters were sent.

At the request of Commissioner Roach, M. Gary Muller Planning Director offered an update on the zoning revisions in South Frankfort. There will be further Zoning Update meetings in May and June that will attempt to make regulations easier for homeowners in the Special Capitol District maintain their property.

Commissioner Haynes expressed his thanks to Mr. Gary Muller for handling the demolition of 306 Swigert Avenue.

City Solicitor Mr. Rob Moore stated there was a mistake on Item 7.20, the agreement for Josephine Sculpture Park and the agreement will be revised.

At the request of Commissioner Roach there was a brief discussion of the evaluations for the City Manager. Following a discussion the Board recommends this should be done on a yearly basis. The completed evaluations should be returned to Rob Moore.

At the request of Commissioner Roach, Emergency Management Director Mr. Tommy Russell gave an update on reimbursement fees from Franklin County Fiscal Court. No official recommendation from Fiscal Court. Discussion followed regarding numerous Emergency Management items.

At the request of Commissioner Sower, Mr. Bill Scalf Director of Sewer explained that Item 7.7 Hydromax was the only response the City received from 5 requests. Just 1 bid was received which makes this a single source contract.

Commissioner Bowers expressed that she would recommend and reconsider the Stormwater Fee. City Manager, Mr. Tim Zisoff stated the franchise fee options are not as complicated as we originally thought and this item has already been addressed in a previous work session. Discussion followed.

City Manager, Mr. Tim Zisoff discussed revenue options for the refuse fee. Staff prepared similar revenue options that will be discussed at the May 11th Work Session.

New Business

The Public Works Department is seeking approval to sell an old Street Sweeper to the City of Lawrenceburg. Most of their equipment was lost due to a fire. It was moved by Commissioner Haynes, seconded by Commissioner Sower, for approval. 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.

Human Resources requested to the addition of a resignation of Officer Mike Wells to be added to the agenda for approval (Item 10.3). It was moved by Commissioner Bowers, seconded by Commissioner Haynes, for approval. 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.

A motion was made by Commissioner Haynes, seconded by Mayor May, to authorize payment of all accrued leave to Officer Mike Wells. 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.

Commissioner Sower opened a discussion regarding the KY Department of Transportation's planning studies on Holmes Street and requested that the Planning and Public Works staff review to see if an updated study should be conducted. Commissioner Sower would also request the same for staff to review a study regarding turning West Main Street into a 2 way street.

Commissioner Sower stated in regards to the 2015 Commission Goals that he has spoken to Mr. Craig Potts from the Heritage Council regarding incentives to downtown property owners and has invited him to speak at the 5/11/15 Work Session.

Commissioner Roach asked City Solicitor Mr. Rob Moore if he had any new information regarding CSX. No Response has been received; however, a CSX Rep. did meet the City on site. Without objection the commission agreed to give another 45 days.

Commissioner Roach asked Mayor May if he found anyone to appoint to KCDC. There are 3 names and the interviews are currently being set up. There are a few requirements, such as the candidate must be a city resident. Brief discussion followed.

It was moved by Commissioner Roach, seconded by Commissioner Sower to adjourn to closed session regarding Real Property and Personnel KRS 61.810(1)(f) at 7:48 p.m.. 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 and the meeting went into closed session at 7:48 p.m.

It was moved by Commissioner Roach, seconded by Commissioner Haynes, that the meeting return to open session at 8:26 p.m.. The question was put upon the motion and thereupon adopted by voice vote.

It was moved by Commissioner Bowers, seconded by Commissioner Haynes, that the meeting adjourn. The question was put upon the motion and thereupon adopted by voice vote. The meeting adjourned at 8:27 p.m.

Mayor

Attest:

City Clerk