

Follow us on Social Media



Frankfort, Kentucky - City Hall



Twitter.com/CityFrankfortKy

Frankfort City Commission Meeting Notes

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

**Monday, October 24, 2016 –
Frankfort City Commission Voting Meeting – 5 p.m.
City Hall Commission Chambers**

Mayor/Commissioners in Attendance

Mayor William May
Commissioner Tommy Haynes
Commissioner John Sower
Commissioner Robert Roach
Commissioner Lynn Bowers

CEREMONIAL ITEMS

Retirement of Glenn Mathews, City Manager, Human Resources, Payroll

CITIZEN COMMENTS

- Ann Gibbs asked the Commission about a Memorandum of Agreement between KCDC, the City and the Frankfort Independent School District and was informed the item had been removed from the Agenda, however there would be a discussion about the MOA.
- Charlie Jones requested a Special Meeting to modify the current lease for the Blanton Landing parking lot.
- Roger Crittenden and Charles Booe supported Tanglewood regarding the Frankfort Plant Board clarification to be discussed later in the meeting.

ORDINANCES

Tap Fees for Single Family Residential Properties

SECOND READING: The Commission approved an Ordinance amendment which 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. 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.

Fireworks Ordinance

FIRST READING: The Commission heard an Ordinance to amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

Paramedic Positions

FIRST READING: The Commission heard an Ordinance amending Section 40.22 of the City of Frankfort Code of Ordinances relating to the original appointment of individuals to the City of Frankfort Fire Department. The City is experiencing a shortage of certified paramedics in the Fire Department and there is currently a shortage of qualified paramedics needed to fill these paramedic positions. Accordingly, this ordinance provides an accelerated employment process for individuals that are already Kentucky Certified Paramedics, or Kentucky Professional Certified Firefighters holding an International Fire Service Accreditation Congress, Firefighter I and Firefighter II certificate, and meeting certain other criteria set forth in the ordinance. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

Streets and Sidewalks

FIRST READING: The Commission heard an Ordinance to consider a change to the Streets and Sidewalks Ordinance and create a Right-of-Way Standard regulating work in the City maintained roads and streets. Public Works has developed a new Right-of-Way Standard to govern the use of public streets and roads owned and maintained by the City of Frankfort. The Standard spells out procedures that must be followed in order to perform work or modify the usage of the right-of-way. The Ordinance needs to be updated to reference the Standard and enact fees, propose penalties and require bonding associated with the work. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

Solid Waste Ordinance

FIRST READING: The Commission heard an Ordinance to consider revised language to the existing Solid Waste Ordinance (Chapter 50). Amendments include:

1. Sets the price to exchange a cart to \$50.
2. Clarifies language about exemptions
3. Sets the spacing at which carts are to be placed.
4. Clarifies language about placement of trash in someone else's container
5. Removes the monthly fee for collection of solid waste
6. Increases the cost for cleanup of non-compliant waste from \$25 to \$35.

The Second Reading for this ordinance is scheduled for the November Voting Meeting.

Paralegal

FIRST READING: The Commission heard an Ordinance to consider filling an administrative vacancy with a paralegal. The paralegal would assist with pleadings on foreclosure actions, demand letters on delinquencies, preparation of orders and ordinances, open records, and provide administrative assistance to the City Clerk and City Manager. Currently, some of these tasks are handled out of house by paralegals or attorneys. This request to add the paralegal job title to ordinance is to create an appropriate title and classification for the role. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

EPAD Program

FIRST READING: The Commission heard an Ordinance to consider creating and adopting Sections 94.01, 94.02, 94.03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District ("EPAD"), and designates the City of Frankfort as an EPAD. Based upon this designation, an owner of a commercial and industrial building in Frankfort determines the need for energy improvements in the owner's building and also determines the cost of the improvement. The owner of the property then requests an assessment on the building equal to the cost of the improvements, and the amount of the assessment is placed on the tax bill for the

property. The owner of the property also borrows funds from a financing institution in order to pay for the cost of the energy improvements. The funds gained through the assessment are then used to pay off the loan. An existing mortgage holder must consent to the EPAD project. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

Electric Code Fees

FIRST READING: The Commission heard an Ordinance to consider amending the City's Building permit/inspection fees and Electrical permit/inspection fees to match the policy/procedure used by the Kentucky Department of Housing, Buildings, and Construction. The Second Reading for this ordinance is scheduled for the November Voting Meeting.

ORDERS- NONE

RESOLUTIONS - NONE

CONSENT CALENDAR

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

Crestwood I&I/Schenkel Bid Rejection

The Commission rejected all bids for a project to repair sewer lines on Schenkel Lane for the Crestwood I&I Rehabilitation Project-Schenkel Lane Improvements. The one bid received was well above the engineer's estimate of \$65,370.00. FSD will consider options for this project and either re-bid or add the scope to another larger project and re-bid.

Source Technologies Contract Renewal

The Commission authorized the renewal of a contract with Source Technologies LLC to provide odor control services for the east side of Frankfort. The contract includes the leasing of odor control equipment, chemicals to control the odors, and also requires Source to perform monthly tests to verify the dosages are correct. These units are installed at three pump stations in east Frankfort and were specifically positioned to provide odor control for the majority of the system east of the Kentucky River.

Otis Engineering Professional Services

The Commission authorized a Professional Services Agreement to Otis Engineering, LLC for Engineering Services during design and construction and construction inspections associated with the Laurel Street Sewer Realignment project.

QK4 Contract Administration

The Commission authorized an amendment Professional Services Agreement with Qk4 for Contract Administration and Construction Inspection for Phase 1 of the Benson Avenue CSO Stormwater Separation Project. The amount of Amendment #2 is \$139,810 bringing the total contract to \$401,310.00.

Advanced Paving Construction Contract

The Commission authorized a contract with Advanced Paving and Construction Co., Inc., for the Benson Avenue Combined Sewer Overflow (CSO) Separation Project- Phase 1. This project separates the combined sewer in Phase 1 of the Bellepoint subdivision project area, eliminates the Benson pump station, and eliminates the Benson CSO #12, which discharges into Benson Creek. This project was identified in the Long Term Control Plan and eliminates the only discharge into Benson Creek, which is classified as an impaired stream.

Enviro Tech Chemical Services Contract Extension

The Commission authorized a contract extension with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP). The Contract Extension is for a period of one year with 3 one-year renewals remaining, subject to mutual agreement between both parties. It is estimated that the

Sewer Department could use up to 25,000 gallons of PAA during the coming year for a total cost of \$154,000 at \$6.16 per gallon; however, the amount of PAA used is directly dependent upon the amount of wastewater treated at the plant and an extremely wet year or extremely dry year will also significantly impact the amount of PAA used.

QK4 Contract Amendment

The Commission authorized Amendment #3 to the Engineering Services Agreement with QK4 for design and construction services to replace manholes and gravity lines along US 60 at Douglas Avenue and Langford Avenue due to the intersection redesign. This amendment is due to cost overruns from the significant amount of rock excavation that was not expected and covers the overruns for inspection and contract administration. The approval of this amendment is subject to approval and reimbursement from the Kentucky Transportation Cabinet. The amount of the amendment is \$6,972.55.

KLC Safety Grant

The Commission authorized an application for the Kentucky League of Cities Safety Grant. The grant requires a 50/50 match and the city can be reimbursed for up to \$3,000.00. This year the grant can only be utilized for specific items such as sidewalk repair, replacement of playground equipment/rubber surface, vehicle back-up cameras and sewer backup equipment purchased from July 1, 2016 through November 13, 2016.

Litter Abatement Grant

The Commission authorized staff to apply for a litter abatement grant through the Kentucky Natural Resources and Environmental Protection Cabinet. This funding is available to City's and County's throughout the Commonwealth to support litter clean up on public roadways. This program is funded through House Bill 174 and requires permitted solid waste landfills to collect an additional \$1.75/ton to pay for litter abatement programs and proper closures of abandoned landfills. The funding level received is based upon public street miles within the City limits.

Message Board Policy

The Commission approved a policy for use of programmable message boards. The Street Division purchased three used programmable message board signs from the Kentucky Department of Transportation for use when temporarily directing traffic, providing emergency information, or for driver notification. Occasionally there are requests from local entities to have the signs set up with a requested message. This policy has been developed to consistently respond to requests to use the signage.

Fire Station Lease Agreement

The Commission authorized a Contract and Lease Agreement between the Commonwealth of Kentucky and the City of Frankfort. In 1975 the City, County and State of Kentucky entered into an agreement for property on US 60 for the use of a joint fire station. The County has terminated its participation. The new agreement remains the same with the exception of deleting the County from the lease.

Assistance to Firefighters Grant

The Commission authorized the submission of an Assistance to Firefighters Grant for stretcher lift assist devices for the ambulances. Other services that have implemented the equipment have seen an approximately 50% reduction in the number of back injuries associated with patient lifts. Seven (7) units will be requested at the cost of \$126,000. The grant will require a 10% match.

Kentucky State Police MOA

The Commission authorized a MOA with the Kentucky State Police Narcotics Task Force. The Kentucky State Police Drug Enforcement Special Investigations (DESI) West-Section Commander approached Chief Abrams and requested he assign a narcotics investigator to the task force. This detective's primary responsibilities will be to investigate illegal narcotics in Frankfort/Franklin County. The City will receive salary offset from KSP in addition to narcotics "buy" money for the development of cases.

Structural Engineer Agreement

The Commission approved an amended Structural Engineer professional service agreement with Brown & Kubican PSC. The city has utilized Brown & Kubican PSC structural engineers for the determination of imminent danger status for the building at 104 Bridge Street at a cost of \$2,000. Now that litigation has started relating to the structural report, staff requested the firm to provide an amended scope of work and are asking to approve the amendment to the scope of work to now include hourly rates and a not to exceed rate relating to the litigation/expert testimony on behalf of the city.

Condemned Structures Demolition

The Commission approved the lowest bid for demolition of five condemned structures. John Fehsal, Jr. was the lowest bidder at \$41,850. The properties are 804 First Ave., 158 Gayle St., 728 Kentucky Ave., 109 Maple St., and 242 Wright St.

Cultural Resources Analysis Agreement

The Commission approved a professional service agreement with Cultural Resources Analysis Inc. to update the historic regulations process and the specific guidelines for the Central Business Historic (CB) properties in the amount of \$7,985.00.

Brownfield Assessment Properties

The Commission authorized to approve sites at KSU and 1228 U.S. 127 for Brownfield Assessments utilizing Brownfield grant funds.

Payroll System

The Commission authorized a contract between the City of Frankfort and Kronos to provide a timekeeping and payroll system. Moving to an updated payroll and timekeeping system will allow the City to eliminate dual entries, automate manual processes and calculations, sync accruals between both systems, and capture electronic time records for all employees to reduce keying and processing time.

Vision Insurance

The Commission authorized a renewal of Vision Insurance through Anthem. The annual cost to the City is approximately \$35,000.00.

Pipe Surplus

The Commission declared old pipe stored on the Public Works lot as surplus and approved transferring the pipe to Anderson County. This pipe, especially at the age and length of exposure to the elements, would not be pipe that Public Works will use in any future projects.

Capitol View Development, LLC Assignment

The Commission authorized the assignment of the lease between the City and Capitol View Development, LLC. In 2007 the property known as Blanton's Landing was leased for use as a parking lot for PlanGraphics, Inc. Capitol View has entered into an agreement to sell the PlanGraphics building to Frank Haydon. Capitol View has requested the City to approve the assignment of the subject lease to Mr. Haydon. The closing is scheduled to take place on or before October 31, 2016.

Personnel

Appointment of Tyler Owens, Police, 10/18/16, Patrol Officer I

Appointment of Jason Gannone, Police, 10/18/16, Patrol Officer I

Promotion of Christian Wilkins, Parks and Rec., 10/11/16, Golf Maintenance Specialist

Resignation of James Ebert, Police, 10/6/16, Police Lieutenant

Retirement of Glenn Mathews, City Manager's Department, 10/31/16, Payroll Specialist

BOARD APPOINTMENTS

None

OLD BUSINESS

FPB/Tanglewood Clarification

The Commission discussed various issues between the Frankfort Plant Board and the Tanglewood Neighborhood regarding the new Headend Building, lights, parking of bucket trucks and landscaping. FPB was directed to remove bucket trucks from the area as well as tall overhead lights. FPB General Manager Herbie Bannister indicated those issues would be taken care of soon. He then indicated landscaping would be delayed as removal of the parking structure would take at least 285 days. Mr. Bannister further indicated there would be a public meeting to discuss the Reservoir Design on December 15.

City/KCDC/Frankfort Independent School MOA

The Commission briefly discussed a Memorandum of Agreement between KCDC, the City and the Frankfort Independent School District, however, the terms of the MOA are still being determined. This item will be discussed at the November 14 Work Session.

- Commission Bowers related that she had several citizens ask her about increasing Police patrol in neighborhoods.

NEW BUSINESS

- Commissioner Sower asked Planning and Zoning to consider two-way traffic on Ann Street.