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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 26, 2015 –
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

CITIZENS COMMENTS

Citizen Lori Waters addressed the Commission with several concerns including construction work, Kentucky zoning laws, inter-City transportation and the state prison system.

ORDINANCES

Alcoholic Beverage Ordinance Amendment

SECOND READING: The Commission authorized a request amending Sections 111.40 and 115.09 of the City of Frankfort Code of Ordinances to add additional types of alcoholic beverage licenses consistent with state law and to delete the ordinance prohibiting the sale of these beverages while polls are open for any regular, primary, school or special election. This ordinance is scheduled for its second reading at the November voting meeting.

Sewer Budget Amendment

FIRST READING: The Commission heard a first reading of a request amending the 2015-2016 Sewer Budget to allow for funding of the Benson Creek Sewer Separation Project through a Community Development Block Grant in the amount of \$529,000.00.

ORDERS

IT Policies and Procedures Manual

The Commission approved adoption of an IT Policy and Procedures Manual setting forth the mission and goals of the IT Department, and which addresses the use of information and information technology products, including the following: Acceptable Use, Clean Desk Policy, Email Usage Policy, Internet Usage Policy, Password Construction Guidelines, Password Protection Policy, Removable Media Policy, Technology Equipment Disposal Policy, and Backup Recovery Policy. The IT Policy and Procedures Manual is for the protection of the City of Frankfort, its employees, contractors and the City and to prevent illegal and/or damaging actions by individuals or entities, either taken knowingly or unknowingly. The policy and procedures apply to all employees of the City of Frankfort, and to its contractors, consultants, temporaries, and other individuals employed by them.

RESOLUTIONS

Capital City March

The Commission approved a Resolution naming the "Capital City March" as the official march of the City of Frankfort. The march was written by Cecil Karrick for Thomas W. Brawner, III and has become a staple in the band music repertoire.

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.

Peracetic Acid Annual Contract

The Commission authorized an Annual Contract with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP). The Sewer Department opened bids on October 15 for PAA to be used for disinfection of effluent from the wastewater treatment plant and Enviro Tech Chemical Services, Inc. was the lowest bidder for PAA. Due to ongoing issues with the ozone generating system and the need to increase dosage during rain events, the Department's use of PAA has increased substantially in order to meet our permit limits for E Coli. The Annual Contract, in the amount of \$154,000, will cover the Department's need through the fiscal year 2015-16.

Bottoms Engineering Services

The Commission authorized a contract with Bottoms Engineering & Services, Inc. for safety upgrades at the wastewater treatment plant. Bids were opened on October 6 and a total of 3 bids were received. Bottoms Engineering & Services, Inc., was the lowest bidder with a base bid of \$42,105.00.

Phosphorus Control

The Commission approved the award of a contract for Real-Time Phosphorus Control at the wastewater Treatment plant to Hach Company in the amount of \$47,801.00. The Sewer Department currently manually feeds Aluminum Sulfate to bind with the phosphorus in the effluent and cause it to settle out in the clarifiers. The phosphorus is then wasted with the Department's biosolids. The Department has evaluated the feasibility of modifying the plant for biological removal rather than chemical removal but currently the cost is prohibitive. The installation of Real-Time Phosphorus Control will allow the Sewer Department to continuously monitor phosphorus levels in the effluent, and, by using a controllable pump the feed rate will match the flow rate thereby reducing aluminum sulfate costs. This system is estimated to pay for itself in 3 to 5 years.

Sewer Feasibility Study

The Commission authorized the award of an Engineering Services Agreement to Strand Associates to evaluate the feasibility of the Sewer Department accepting waste from Buffalo Trace Distillery. The agreement with Strand Associates will be in the amount of \$35,850.00. Following discussion with Buffalo Trace representatives, Buffalo Trace has agreed to fund 100 percent of this project.

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, 2015 through November 13, 2015.

E-911 CAD Replacement

The Commission authorized the replacement of the current computer aided dispatch system utilizing a grant

awarded by the Kentucky CMRS Board to the GeoConex Corporation. In 2014 Frankfort E-911 received a grant from the Kentucky CMRS Board for the implementation of a new CAD system. The award amount was for \$172,738.81. The total cost for a new system including 5 full years of 24/7 support is \$530,257.93. With the grant applied the amount to be funded through a municipal lease is \$357,519.12.

Mining Contract – Firing Range

The Commission approved a contract to Windmill Enterprises, LLC for the mining of spent lead and copper from the impact berm on the City of Frankfort’s firing range. The contractor will remove all excess lead and copper and return the berm to condition that is, as good, or better, than its current state. This project will yield revenue to the City of Frankfort. The bid specifies that the contractor guarantees no less than \$5,000.00.

Road Salt Contract

The Commission authorized a bid award for a one-year supply contract for road salt to Morton Salt. On October 8, 2015 the City of Frankfort received 3 bids for a one-year unit price contract for road salt as shown on the attached Bid Tabulation. The bids ranged from a high of \$83.50/ton by Cargill Inc. to the low of \$74.20/ton submitted by Morton Salt.

Sidewalk Construction Contract

The Commission authorized a contract award to ADE Contracting to construct approximately 2300 linear feet of sidewalk replacement along select streets in the Imperial Mobile Home Park (i.e., Commodore Drive, Imperial Drive, and Ensign Drive). The estimated quantities for this project were applied to the 2015 Unit Price Concrete Projects Annual Contract to determine the lowest bidder. The two bidders were ADE Contracting with a total project price of \$77,555 and Karsner Construction with a total project price of \$78,740. Approval of the Contract for the construction of the Imperial Mobile Home Park Sidewalk Improvements in the amount of \$89,188.25 (including a 15% contingency).

Transit Vehicle Purchase

The Commission approved the purchase of three Transit vehicles. The Commission had previously approved submitting grant applications for vehicles. The vehicles include two 8x2 Cut-a-way chassis Starcraft Buses from Central States Bus Sales for \$42,703 each based on the KPTA Bid #6 and a Dodge Low Floor Mini Van from American Bus Sales and Accessories for \$34,913 based on KPTA Bid #6. Funds are available in the Transportation Improvement Account No. 535-00-5110 which will be repaid with funds from the Transit 5339 Capital Expenditures grant. No match is required.

Transit Washbay Change Order

The Commission authorized a change order in the amount of \$2,245.76 for the Transit Washbay lighting. The change order came about after Public Works staff requested that the Contractor present a price for installing T5 High output lighting in the office and storage area of the building instead of the T8 lamps as shown in the contract plans. The T5 HO lamps are more energy efficient.

Financial Advisor Agreement

The Commission authorized a Financial Advisor Agreement between Raymond James & Associates and the City of Frankfort. The City of Frankfort utilizes a Financial Advisor to monitor and evaluate cash flow needs and assist in financing future Sewer Capital Projects to comply with the State consent judgement. The City Finance Department recommends that the City continue its relationship with Raymond James because of the excellent service it has provided to the City of Frankfort in the past.

Subordination Agreement

The Commission approved a Subordination agreement with MSDG Frankfort, LLC with respect to the City’s first right of refusal to repurchase Lot 5B of the City of Frankfort Research and Office Park. The City sold Lot 5B of the City of Frankfort Research and Office Park Development to MSDG, LLC in 2002. The Frankfort Research and Office Park Development Standards & Requirements provides that the City has the first right of refusal to repurchase the lot in the event that the lot is resold by MSDG, LLC. The City has been requested to subordinate this first right of refusal to Goldman Sachs Mortgage Company (“Goldman Sachs”), as MSDG, LLC is participating in a refinancing with Goldman

Sachs. The subordination agreement would be in effect while the loan and security provided by Goldman Sachs remains in effect.

Cobra Agreement

The Commission authorized an agreement for Infinisource to provide third party administration relating to COBRA compliance. The City is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to provide specific notifications to full-time employees regarding their coverage continuation rights at the commencement of benefit coverage and when they terminate their employment. HealthSmart currently provides COBRA services but the City's contract with HealthSmart will end 12/31/15. Five bids were obtained with Infinisource offering the best pricing. If approved, Infinisource will assume responsibility for COBRA notifications effective 1/1/16.

Liability and Property Insurance Trust Participation

The Commission approved a Trust Participation Agreement with the Kentucky League of Cities regarding liability and property insurance. The City currently obtains its liability and property insurance through the KLC's self-insured retention group. This Trust Participation Agreement is required to be signed by any participant in KLC's insurance plan. It provides that the KLC has the right to assess additional payment of premium from the City in the event necessary or the distribution of surplus assets back to the participants in the event of positive claims experience. KLC has obtained re-insurance to avoid having to make assessments. Related to the City's liability and property insurance, the premiums for the coming year will be \$687,360, which is approximately a \$700 increase from actual costs the previous year.

Group Life and Disability Insurance

The Commission authorized the Mayor to sign documents between One America and the City of Frankfort for group life insurance and disability insurance. The City provides paid life insurance (\$25,000) and accidental death and dismemberment insurance (\$50,000) for full-time employees. The current insurance carrier is Standard Life Insurance. Following a three year price lock, Standard offered an 80% renewal increase. In response, additional quotes were sought with OneAmerica offering no price increase to active employees and a \$13,300/year increase for the grandfathered retiree life insurance for a 55% increase overall. The OneAmerica rates are locked for three years. OneAmerica will also offer voluntary life insurance, short term disability, and term disability insurance.

Cooper Wellness Strategies

The Commission authorized the Mayor to sign documents between the City and Cooper Wellness Strategies. Cooper Wellness Strategies will be responsible for the implementation, tracking, and confidential recordkeeping related to employee wellness initiatives. In 2016, the wellness initiatives are tobacco cessation and completion of a physical examination with biometrics. USI recommended use of Cooper Wellness based on affordability and knowledge of high customer satisfaction.

Personnel

Appointment of Nick Erskine, Police/E-911, 10/13/15, Tele-communicator I
Appointment of Randy Easton, Sewer, 10/6/15, Maintenance Tech I
Appointment of Michael Hogan, PW/Solid Waste, 10/27/15, PW Tech I
Resignation of Shayla Black, Fire, 9/29/15, Firefighter I
Resignation of Timothy Johnson, Police/E-911, 10/15/15, Tele-communicator II

OLD BUSINESS

Updates

- The Louisville Road project is scheduled to be completed November 15.
- Devil's Hollow Road project is still in review at FEMA.
- Holmes Street repaving project is due to be completed October 27.
- Frankfort's Historic Preservation Grant applications are due November 13. A press release was requested by Commission Sower.

- After much discussion regarding vacant positions on several boards it was determined most of the vacancies will be filled at the November voting meeting. Commissioner Roach also requested each board give a quarterly report to the Commission.

NEW BUSINESS

MOU with Commonwealth of Kentucky

The Commission authorized the Mayor to sign a Memorandum of Agreement with the Commonwealth of Kentucky concerning the installation/attachment of Wi-fi equipment on light poles and other facilities owned by the City in downtown Frankfort in an area generally bounded by Mero Street, Wilkinson Blvd., High Street and Wapping Street in order to encourage economic development in this area.

Backflow Installation at East Third

The Commission approved the installation of a backflow valve preventer at 300 East Third, and reimburse the property owner for the cost of installation, to prevent sewer backups from entering into the residence. The Sewer Department has a backflow valve installation program, which allows homeowners with a history of basement backup sewer overflows to request a reimbursement for installation of a backflow valve. Backflow valve preventers stop sewer from flowing back into a property during wet weather events, eliminating the possibility of a basement backup sanitary sewer overflow. The resident at 300 East Third has documented sewer overflows into the residence during wet weather events. This property is located in the combined sewer area of South Frankfort. The backflow valve will be documented on the deed for the property.

Firefighter I Conditional Offers

The Commission authorized Human Resources to make seven conditional offers of employment for Firefighter I positions. The offers are contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by the candidate. This will take the department to 80 sworn Firefighters.

Information Requested

- Commissioner Sower asked IT Manager Bobby Ripy to research prevention of Cyber attacks.
- Commission Sower asked Public Works Director Tom Bradley to gather information regarding the pedestrian bridge from the Plaza to Riverview Park.
- Commissioner Sower confirmed with Public Works Director Tom Bradley that garbage collection letters were going out not only Certified, but with Return Receipts.
- Commissioner Sower asked that the City pass a resolution and send a letter to the state Transportation Cabinet regarding the future of the Singing Bridge. The state had previously indicated due to its age (built around 1883) the bridge has a limited use time frame, is not capable of handling current weight load and would likely not return to its former use. The Commission agreed to have City Attorney Rob Moore draft documents.