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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, November 28, 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

None

CITIZEN COMMENTS

- Ann Gibbs spoke against the Memorandum of Agreement between KCDC and the City to implement a pilot economic development project working with Frankfort Independent Schools.
- Commissioner Elect Scott Tippet spoke in favor of the Memorandum of Agreement between KCDC and the City to implement a pilot economic development project working with Frankfort Independent Schools.
- Eric Whisman thanked the Commission for their continued support of the Historical Preservation Grant Program. He also spoke briefly about the Old Federal Building and possible grant opportunities as well as the future of the City Hall and Plant Board Buildings.
- Kent Whitworth of the Kentucky Historical Society gave a brief report on the 2016 KY History Half Marathon and thanked the City for their support of the Police Department, EMS, Parks and Transit. The half marathon took place on September 24 and had nearly 600 participants.
- David Billings of the Frankfort Plant Board gave a brief presentation and update on the reservoir. A complete copy of the presentation can be found on the Frankfort Plant Board's website. Billings indicated there would be a public meeting to discuss the reservoir at 5 p.m. on December 15. A brief walking tour of the reservoir will take place prior to the meeting at 4:30 p.m.

ORDINANCES

Fireworks Ordinance

SECOND READING: The Commission approved 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 sparking devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort.

Paramedic Positions

SECOND READING: The Commission approved 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.

Streets and Sidewalks

SECOND READING: The Commission approved 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.

Solid Waste Ordinance

SECOND READING: The Commission approved 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.

Paralegal

SECOND READING: The Commission approved 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.

EPAD Program

SECOND READING: The Commission approved 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.

Electrical Code Fees

SECOND READING: The Commission approved 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.

Zoning Map Amendment

FIRST READING: The Commission heard an Ordinance to consider amending the City's Zoning Map from Planned Residential "PR" to Planned Commercial "PC" for a 2.75 acre parcel of property owned by Joe and Ann Grider located directly south of the Brighton Park Boulevard and Tuscany Lane intersection. The Second Reading for this ordinance is scheduled for the December Voting Meeting.

ORDERS- NONE

RESOLUTIONS

Downtown Reinvestment Task Force

The Commission authorized creating a Downtown Reinvestment Grant Review Task Force. The Task Force will be charged with reviewing, ranking and making recommendation of application received for the Downtown Reinvestment Grant. Applications for the grant are due December 1, 2016. The Task Force will be made up of five (5) members including two (2) City staff members, one (1) Downtown Frankfort, Inc. representative, one (1) Kentucky Capital Development Corporation representative and one (1) local bank representative. The Task Force will be dissolved once its recommendations have been made.

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.

Sanitary Sewer Survey

The Commission authorized awarding a contract to Electro Scan Inc. to provide Sanitary Sewer Evaluation Survey services in the form of low voltage conductivity inspection of the sanitary sewer lines for leaks. An Invitation for Bids was advertised in October 2016 and bids were received on November 3, 2016. Electro Scan was the sole bidder at \$52,894.40, which includes a contingency of \$3,600.00.

Hydromax USA, LLC Contract Extension

The Commission authorized awarding a third contract extension to Hydromax USA, LLC to provide Sanitary Sewer Evaluation Survey (SSES) services in the form of sewer line cleaning and closed circuit televising of lines. The contract is evaluated independently on a yearly basis, up to 5 years. A \$150,000.00 contract was awarded to Hydromax USA, LLC (Hydromax) in May 2014, a \$150,000.00 contract extension was awarded in December of 2014, and a second contract extension was awarded in July 2015. To date, Hydromax has cleaned and televised approximately 225,000 linear feet of pipe, much of which required heavy cleaning and is in need of repair. This third contract extension will generate a Purchase Order to add an additional \$150,000.00 to the contract to continue cleaning and televising sewer lines as part of our ongoing Sanitary Sewer Evaluation Surveys to identify sources of Inflow/Infiltration and to fulfill CMOM program requirements.

Free Contracting Inc. Change Order

The Commission authorized Change Order #1 to the construction contract to Free Contracting, Inc. for the relocation of the force main for the Old Lawrenceburg pump station. This project rerouted the force main away from the river bank and closer to Old Lawrenceburg Road and partially under the Capital Annex parking garage. This has allowed the Sewer Department to abandon the exposed section of the force main along the river bank. It will be abandoned in place to minimize disturbance along the river bank. This change order reduces the total contract amount by \$17,340.50.

Brownfield Assessment Properties

The Commission authorized to approve sites at 104-112 East Broadway for Brownfield Assessments utilizing Brownfield grant funds.

City Hall Copier Contract

The Commission authorized the Mayor to sign a 5 year contract with Duplicator Sales for a City Hall copier lease. The new lease will save department over \$100 a month.

Property and Casualty Rate Stabilization Agreement

The Commission authorized a Rate Stabilization Agreement between the City of Frankfort and KLC for the renewal of the Property and Casualty policy for the period 2016-17 thru 2018-19 (3 year period). The City will achieve a savings of \$21,000 for 2016-17. KLC is offering to extend the City's Property and Casualty thru 2018-19. The insurance premium could rise by a net increase of \$19,000 worst case for the period 2016-17 thru 2018-19 (2016-17 \$-21,000K, 2017-18 \$20,000K, 2018-19 \$20,000K = \$19,000).

Firefighters Assistance Grant

The Commission authorized the Fire Department to apply for funding under the Assistance to Firefighters Grant for stretcher lift assist devices for ambulances for a total cost of \$437,840. This equipment is designed to reduce back injuries to firefighters associated with patient lifts.

Sidewalk Repair for Downtown Frankfort

The Commission authorized a contract (Phase 1) with ADE Contracting for repairing sidewalks in Downtown Frankfort. The estimated quantities for this project were applied to the 2016-17 Unit Price Concrete Annual Contract to determine the lowest bidder. ADE Contracting was the apparent low bidder with a bid of \$199,312.37.

Sidewalk Repair for Frankfort

The Commission authorized a contract with ADE Contracting for repairing damaged sidewalks at multiple locations throughout the City of Frankfort. ADE was the low bidder for the project with a bid of \$68,738.04.

Schenkel Lane Construction Contract

The Commission approved an increase to the scope of an existing contract with ADE Contracting for the construction of new curb, sidewalk and pad for a new bus shelter on Schenkel Lane. While ADE Contracting was completing Phase 3 of the Schenkel Lane Sidewalk Project, Public Works identified an optimal location for a new bus stop on the shoulder of Schenkel Lane near the Supplemental Nutrition Assistance Program office. This new stop will drop off transit riders where they will have a short ADA accessible path to the Supplemental Nutrition Assistance Program office. The majority of this additional work will be accounted for in the original contract contingency amount. An additional \$7,000 plus another small contingency will be required to complete the project.

Cleaning Services Extension

The Commission authorized a one-year contract extension for janitorial services to Laura's Cleaning Service, LLC. In November 2014 the City Commission approved a two-year contract for cleaning service with Laura's Cleaning Service, LLC. That contract has an option for renewal on a yearly basis thereafter. Laura's Cleaning Service, LLC. has provided quality service in the past two years, with a noticeable improvement over past cleaning contractors. The contract rate for cleaning services is \$5800 per month.

Engineering Contract for Downtown Sidewalk Repair

The Commission authorized a contract with Otis Engineering for engineering services related to the Downtown Sidewalk Repair Project. In Spring 2016 Precision Concrete was contracted to repair trip hazards in the downtown area of Frankfort. Some trip hazards could not be repaired with their method and instead will need new panels of sidewalk installed. Otis Engineering will provide construction monitoring, stakeout/layout and coordination for this project.

Construction costs for the project are estimated at \$199,312.37 and the associated contract with Otis Engineering will be \$23,917.48.

Personnel

Appointment of Freda Hardison, City Manager/HR, 11/2/16, Payroll Specialist

Appointment of Cody Allen, Public Works/Solid Waste, 11/29/16, PW Tech I

Promotion of Carl Groce, Sewer, 11/1/16, Lead Plant Operator

Resignation of William Satterley, Public Works/Solid Waste, 11/3/16, PW Tech III

BOARD APPOINTMENTS

None

OLD BUSINESS

City/KCDC/Frankfort Independent School MOA

The Commission authorized the Mayor to sign a Memorandum of Agreement between KCDC and the City to implement a pilot economic development project in the City that would provide access the Frankfort Independent Schools' server to students located within the City's boundaries. The project would require payment by the City to KCDC in the amount of \$200,000 and would include wireless and technology upgrades to several schools; providing internet access to a number of students without internet access; and a communication/marketing/branding program.

Other Old Business

- Commissioner Bowers asked that staff address water issues on Lyons Drive. Public Works Director Tom Bradley said staff has been working with property owners to address the situation.
- Commissioner Roach asked that the City Manager meet with the Frankfort Plant Board representatives to get an update on Tanglewood issues.
- Commissioner Roach spoke briefly on the Federal Building, realignment of Conway and relocation of the Fire Station on Second Street, indicating that no decisions have been made on any of these issues and the Commission was exploring options.
- Commissioner Sower asked for an update on the Historic Preservation Grants at the December Work Session.
- Commissioner Sower asked that the Sewer Tap Fee be placed on the December Work Session.

NEW BUSINESS

- Commissioner Bowers inquired about the Commission being in the Christmas Parade on Saturday, December 3 at 5:30 p.m. Fire Chief Eddie Slone said he would check to see if a Fire Truck was available.