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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, December 19, 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

- Members of the Frankfort Police Citizen’s Police Academy Class of 2016 were recognized by Chief of Police Jeff Abrams. The members included Maryam Kaykavoosia , Chad Prestenbach, Rachel Bertucci, Melissa Zeigler, Cynthia Howser and Sylvia Wilcoxson.
- Paul Kirk of the Street Department retired after 18 years and 4 months of service with the City.

CITIZEN COMMENTS

None

ORDINANCES

Zoning Map Amendment

SECOND READING: The Commission approved 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.

ORDERS- NONE

RESOLUTIONS

KCDC Strategic Plan

The Commission authorized the adoption of KCDC’s Economic Development Plan for downtown Frankfort to revitalize downtown by encouraging development while maintaining the historic fabric of the downtown. In 2016 the Marian Group approached KCDC regarding a project located in downtown Frankfort and asked for local support for downtown economic development. KCDC is now asking the City to also adopt their Economic Development Strategic Plan to show support for this and future projects.

Fiscal Court Interlocal Agreement

The Commission authorized the Mayor to sign an inter-local agreement with the Fiscal Court of Franklin County to allow the sharing of building and electrical inspection services. The City and County have certified building and electrical inspection programs that serve both residential and nonresidential building and electrical development activities within their respective jurisdictions. An inter-local agreement between the City and the County would allow the other jurisdiction's inspector to perform inspections when either the City's or the County's building and electrical inspectors are absent, or it would not be appropriate for the other jurisdiction's inspector to conduct the inspection.

CONSENT CALENDAR

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

Pipe Storage Building Bid Rejections

The Commission authorized the rejection of all bids to construct a Pipe Storage Building at the wastewater treatment plant. All of the bids received were well above the architect's estimate of \$75,000.00. The Sewer Department, along with the project architect, will meet to review the scope and determine if some of the liabilities on the contractor can be reduced so attract additional bidders and possibly reduce the price of the contract.

Crestwood I&I Reduction Project

The Commission authorized Amendment #9 to an Engineering Agreement with CDM Smith for changes in the contract time of the Crestwood I&I Reduction Project. Amendment #9 is a time only extension to complete the activities associated with amendment #8. The approved completion date was anticipated to be December 31, 2016, however an additional year is being requested to complete the project to allow sufficient time to rebid the project and complete construction administration and inspections during construction. This will result in a substantial completion date of December 31, 2017.

Kentucky State University Sewer Extension

The Commission authorized a Sewer Extension Contract with Kentucky State University for a proposed sewer extension to serve 100 and 102 Valley View Drive. Anyone intending to extend sewers that connect to the City Sewer system must enter into a contract with the City that spells out certain commitments that the Developer must comply with. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water will review the sanitary sewer plans and specifications after City Commission approval. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed and satisfactorily passing all tests.

Ewing Street Pump Station Change Order

The Commission authorized a change order to the construction contract with Portland Utilities Construction Company, Inc. for the reconstruction of the Ewing Street Pump Station. During construction approximately 200 feet of ductile iron pipe was found and was not able to be pipe burst necessitating open cut. This change order will cover that additional cost for digging, backfilling and proper restoration of the roadway to KYTC standards.

Fire Station Health & Safety Plan

The Commission authorized the Engineering Agreement between the City of Frankfort and Otis Engineering whereby Otis Engineering will draft a Health and Safety Plan so that construction work at Fire Station No. 1 can be undertaken. The Commonwealth of Kentucky has agreed to deed the Fire Station No. 1 property located on Holmes Street, Frankfort, Kentucky, to the City. Construction work will be implemented at Fire Station No. 1 in 2017 in order to upgrade and improve the facilities. Due to the presence of BTEX constituents in soils at the station, a Health and Safety Plan is required prior to implementing construction activities. Otis Engineering has agreed to prepare the Health and Safety Plan for an amount less than \$10,000.00.

Police Department Copier Contract

The Commission authorized the Mayor to sign a 4 year contract with Commonwealth Technology for the Police Department's copier lease. The new lease will be \$563.18 a month.

Finance Software

The Commission authorized a contract with My Software Solutions providing for the City's purchase of the General Ledger, Budget, and Fixed Asset Software Modules to improve recordkeeping, reporting functionality, and Finance efficiency. The purchase price of the My Software Solutions Software includes the cost of all upgrades. Currently, the City must pay for all generational upgrades to the CMI Software (additional cost of an upgrade is approximately \$30,000/module).

2015-2016 Annual Audit Acceptance

The Commission accepted the 2015-2016 annual audit for the City of Frankfort by Charles T. Mitchell.

City Manager Contract Addendum

The Commission authorized the Mayor to sign the First Addendum to the Agreement with Tim Zisoff as the Interim City Manager. The First Addendum to the Agreement extends the contract to January 31, 2017.

Personnel

Appointment of David Duncan, Police, 12/13/16, Patrol Office I

Appointment of Justin Stanley, Sewer, 12/13/16, Sewer Tech I

Retirement of Paul Kirk, Public Works/Streets, 12/30/16, PW Tech III

BOARD APPOINTMENTS

Board of Ethics – Appointment of Jim Ashcraft, for a term ending 12/31/19.

Board of Ethics – Reappointment of Renee' E. Carter, for a term ending 12/31/19.

KCDC (CCEIDA) – Reappointment of O.M. Patrick, for a term ending 12/31/20.

Frankfort Human Rights Commission – Reappointment of John J. Snyder, for a term ending 12/1/19.

Frankfort Human Rights Commission – Reappointment of Anita Collins, for a term ending 12/1/19.

OLD BUSINESS

Interim City Manager Tim Zisoff addressed the Commission regarding a water issue on Lyons Drive. According to Mr. Zisoff a property on Lyons Drive is having flooding issues where water is coming into the basement and then being pumped outside onto the street causing excess water in the street. The City is working with the property owner to re-route the water flow to the back of the property which should alleviate the problem.

NEW BUSINESS

Monique Avery of the Frankfort Plant Board gave a presentation regarding Frankfort Plant Board cycle billing. Ms. Avery indicated the Plant Board would be migrating to cycle billing beginning in May of 2017. Billings will be divided into two billings to be determined by meter reading dates. Ms. Avery went on to say the Plant Board is aware that customers may have difficulty adjusting to the Cycle Billing especially if there billing comes earlier in the month. The Plant Board is willing to work with these customers and she encouraged them to contact Customer Service. Ms. Avery said the Cycle Billing will enable customers to have more access to the Plant Board staff since billings and related questions will be spread out across each month.

KCDC Economic Impact Resolution

The Commission authorized a resolution in support of a request for action from the Commonwealth of Kentucky to promote positive economic impact of Frankfort. KCDC's Terri Bradshaw is in the process of finalizing an informal community group's request to the City and County to provide a Resolution and send a letter of support to the Governor and his administration concerning the removal of the Capital Tower; the opening of lock 5 on the Kentucky River; placing

unused state property for sale and returning it to the tax base; and revitalizing the Convention Center.

Capitol View Park Lease Agreement with Michael Howard

The Commission authorized the renewal of a lease with Michael L. Harrod for 35 acres of land adjacent to Capitol View Park. The lease will be for a five year period ending December 31, 2021. The property is not used by the City because of its lack of accessibility and has been used by Mr. Harrod for agriculture and grazing purposes since 1977. Mr. Harrod will mow and maintain the property.

Fiscal Court Meeting Date Regarding DFI

The Commission agreed to meet with the Franklin County Fiscal Court on Monday, January 9 to discuss Downtown Frankfort, Inc. and possible changes to funding the organization.

Recognition of Commissioner Sower

The Commission recognized Commissioner John Sower for his service to the City of Frankfort. Commissioner Sower most recently has held the office of Commissioner since January, 2015 and was previously a Commissioner and Mayor to the City.

Police Department External Review

After a closed session the Commission authorized City Solicitor Rob Moore to research and recommend two firms to conduct an external review of the Frankfort Police Department and advise the Commission in January.