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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, September 26, 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 Anna Whitaker, Parks, Recreation and Historic Sites

CITIZEN COMMENTS

- Randy Roberts of the United Way spoke briefly on the current United Way campaign and several local programs. He also thanked the City for its support.
- Glenn Mathews, City Payroll Clerk, tendered his resignation to the Commission.
- Vicki Birenberg of the Kentucky Heritage Council spoke in favor of the Special District Historic Guidelines on the Agenda.
- Dr. Scott Green spoke briefly about the Frankfort Plant Board/Tanglewood issue and inquired why Commissioner Bowers and Mayor May voted to have the satellite dishes removed from the Plant Board Head End property even though the cost was extremely high. Dr. Green indicated he felt the action was to gain votes from the neighborhood.
- Ann Gibbs asked for clarification from the Commission on what citizens could and could not say during Citizen Comments.
- Joe Dunn spoke briefly about Historic Guidelines and asked that the guidelines be more investment friendly for those wishing to develop in Historic Districts.

ORDINANCES

Historic Preservation Design Guidelines

SECOND READING: The Commission authorized an Ordinance to amend the City of Frankfort's Code of Ordinances – Chapter 152 –Article 16 by adding Historic Preservation Design Guidelines for properties within the Special Historic (SH) Zoning District and amending Article 17- Architectural Review Board. The Ordinance is had its First Reading on August 22, 2016.

Motor Vehicle Tax Rates

SECOND READING: The Commission authorized an Ordinance fixing the rate of taxation for the year 2017 on all motor vehicles and levying said tax for all City purposes. The ordinance will set the tax rate for motor vehicles for the year 2016 at 22.7 cents per \$100 valuation. The tax rate must be set no later than 10-1-16 as required by the Kentucky Department of Revenue. The tax rate proposed for 2017 is the same rate as approved for 2016. The Ordinance is had its First Reading on August 22, 2016.

Property Tax Rates

SECOND READING: The Commission authorized an Ordinance fixing the rate of taxation for the year of 2016 on all tangible property subject to tax, trust and insurance companies, public service companies and levying said tax for all City purposes. Proposed rates for 2016 are as follows (for General Fund Purposes): 1. Ad Valorem - 19.9 cents; 2. Insurance Taxable Capital - 15.0 cents; Rates are levied for each \$100 valuation. There is a reduction in property tax rate from 2015 to 2016 of 1 cent. The Ordinance is had its First Reading on August 22, 2016.

Tap Fees for Single Family Residential Properties

FIRST READING: The Commission heard the First Reading of 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.

ORDERS- NONE

RESOLUTIONS - NONE

CONSENT CALENDAR

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

Pump Stations Telemetering Fee

The Commission approved payment of \$29,153.40 to Mission Communications, LLC for the annual telemetering fee for pump stations. Telemetry is the automated supervisory control and data acquisition (SCADA) process by which data of various activities at a pump station is collected and transmitted to receiving equipment for monitoring.

Engineering Services for Floodwall

The Commission approved an Engineering Services Agreement with Strand Associates. Inc. for redesign and rebidding services associated with the design of a repair of the floodwall where there are two sewer pipe penetrations in the area of 2nd Street and Logan Street

CDM Smith Engineering Agreement

The Commission approved Amendment #8 with CDM Smith (CDM) to provide additional engineering services and construction management for the Crestwood I&I Reduction Project, Schenkel Lane area. Services are a result of a new alignment required for repairs on Schenkel Lane.

Herrick Company Inc. Construction Contract

The Commission authorized a Contract with Herrick Company, Inc. for the construction and installation of the Supervisory Control and Data Acquisition (SCADA) system, Process Water System and Emergency Generator located at the wastewater treatment plant.

Gooch House Repairs

The Commission approved the bid to Fuelband LLC in the amount of \$92,988 for completing the repair and replacement of exterior siding, trim work, railing, soffit, fascia, flashing, exterior painting, and for other miscellaneous repairs to the Gooch House.

Salt Contract

The Commission authorized a contract renewal with Morton Salt to provide a one-year supply for road salt.

Sidewalk Repairs

The Commission approved a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in South Frankfort in an amount not to exceed \$52,000

West Main Two Way Engineering Contract

The Commission approved a contract in the amount of \$45,240 with Vaughn & Melton for engineering services associated with the conversion of West Main Street to two-way traffic.

Resurfacing Public Streets

The Commission approved the annual bid for resurfacing public streets. Each year the City receives money from Municipal Aid which is collected through the State gasoline tax. This money can be used for improvements to the streets and sidewalks of the City. The current condition of the City-maintained streets is reviewed regularly and streets are chosen to be resurfaced based on several factors including service life of pavement, estimated vehicles per day, ride quality, drainage concerns, budget, etc. The streets that Public Works have selected this year are:

	<u>Name</u>	<u>From</u>	<u>To</u>
1.	Broadway	Wilkinson St	Dead end floodwall
2.	Lewis St	Main	Broadway
3.	Felmer	3 rd St	South to unnamed
4.	Winding Way	E Main St.	Marlowe Ct
5.	Brighton Park Blvd	Kroger intersection	End
6.	Meredith	Rolling Acres	E Main
7.	Powhatan Tr	Chinook	Steadmantown
8.	Tonkawa Tr	Schenkel	Quachita
9.	Gayle St	Holmes	End
10.	Beechwood Ave	Main	Hillwood

Ambulance Purchase

The Commission authorized the Mayor to accept bids for the purchase of a new ambulance. The ambulance will be a 2016 model purchased from Excellence Ambulance at a cost of \$218,474.12. After reviewing the one (1) that was received, Excellence was considered to substantially meet the objective of the bid. The ambulance will replace a 2002 Ford ambulance with 125,000 miles. The 2002 Ford has considerable rust in the rocker panels, metal fatigue in the door hinges as well as showing signs of heavy wear in the interior. The delivery time for the new ambulance will be approximately five (5) months at which time the 2002 Ford will be surplus. The fleet supervisor supports the replacement of the 2002 ambulance and the chassis configuration of the ambulance that was bid.

Physio-Control Contract

The Commission approved a contract with Physio-Control Systems in the amount of \$4,650 over four years for the annual service of one Lucas Device, an automated cardiac compression device. The service agreement covers all repairs, batteries, and calibration for a Lucas Device.

Taser Purchase

The Commission authorized the purchase of forty six (46) new Taser X2 Electronic Control Devices and components for \$79,613.74. Police originally purchased Taser ECD's in 2006. Since that time, these tools have prevented numerous officer and suspect injuries. Since that time the former technology has become obsolete for the models that are currently in use. Taser no longer supports or maintains the X26 model that we carry. The total cost for the forty-six (46) Taser X2 ECD's includes a four year warranty, AAPM Batteries, Duty Cartridges, Training Cartridges, Data Port Download Kit, and Duty Holsters.

Downtown Reinvestment Program

The Commission approved a Request for Proposals for the Downtown Reinvestment Program. The Commission will be asked to authorize the Task Force to review proposals at a future meeting.

Personnel

Retirement of Anna Whitaker, Parks and Rec., 10/1/16, Administrative Aide.

Resignation of Edward Hunt, Fire, 9/13/16, Firefighter III/Paramedic

Resignation of Chase Nichols, Fire, 9/16/16, Firefighter II/Paramedic

Termination of Angie Willoughby, Planning, 8/30/16, Electrical Inspector II

Promotion of Alex Cunningham, 9/16/16 from Admin. Specialist, City Manager, to Admin. Aide, Parks and Rec.

Appointment of Codie Rich, Fire/EMS, 9/20/16, Firefighter I

Appointment of Drew Stevenson, Fire/EMS, 9/20/16, Firefighter I

Appointment of Phillip Powell, Fire/EMS, 9/20/16, Firefighter I

Appointment of Christopher Wood, Fire/EMS, 9/20/16, Firefighter I

Appointment of Demetrius Bradshaw, Fire/EMS, 9/20/16, Firefighter I

Appointment of Brandon Smither, Fire/EMS, 9/20/16, Firefighter I

The Commission also gave permission to make up to two (2) conditional offers of employment for the position of Firefighter/EMT Recruit. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate. These conditional offers will take staffing to 81.

BOARD APPOINTMENTS

Frankfort Electric and Water Board – Appointment of John A. Cubine for a term ending 9/23/20.

Architectural Review Board – Reappointment of Joe Berry for a term ending 9/12/19.

Architectural Review Board – Reappointment of Ann Austin Wright for a term ending 9/12/19.

Architectural Review Board – Appointment of Jennifer Oberlin for a term ending 9/12/18.

Forestry Advisory Board (Tree Board) – Appointment of Janie McWilliams for a term ending 5/8/17.

Board of Zoning Adjustments (BZA) – Appointment of Margaret Townsley for a term ending 7/1/20.

OLD BUSINESS

Sewer Adjustment

The Commission approved a request by Mr. Roger Crall for a sewer adjustment due to leaks in the water pipes providing water service at the Valley View Mobile Home Park located at 709 Holmes Street. There have been a series of underground leaks during the month of December 2015 and Mr. Crall has attempted to repair the leaks, but as a leak is repaired another leak occurs. The underground leaks were not in the proximity of sewer lines and the Sewer Department does not believe a significant amount of the leaking water entered the sewer system. This will be a one-time adjustment to Mr. Crall's sewer account at the Frankfort Plant Board of \$63,956.25.

Interim City Manager

The Commission approved an agreement with Tim Zisoff to serve as Interim City Manager for a period beginning October 3, 2016 until December 31, 2016. The agreement can be extended in 30 day increments if needed. Per the

Agreement, Mr. Zisoff will receive the same salary and benefits while serving as the Interim City Manager as he received while serving as the permanent City Manager.

NEW BUSINESS

City Manager Consultant Search Firm Selection Process

Human Resources Director Kathy Fields presented the Commission with information regarding four proposals the City had received from hiring firms for the purpose of searching for candidates for City Manager. The Commission gave Ms. Fields direction to set up interviews with the Mercer Group and Slavin's Management Consultants for further review. The Commission also indicated when the field of City Manager candidates was narrowed to five (5) interviews should be scheduled. They further indicated any incoming Commissioners as well as sitting Commissioners would be included in interviews after the November election.