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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 10, 2016 –**

**Frankfort City Commission Work Session – 5:00 p.m. (Special Meeting)**

**City Hall Conference Room**

Note – Typically at Work Sessions the Commission discusses items brought before them, Tentative Agenda items for the upcoming voting meeting, Old Business and New Business. Action is not typically taken during Work Sessions.

### Mayor/Commissioners in Attendance

Mayor William May

Commissioner Tommy Haynes

Commissioner John Sower

Commissioner Robert Roach

Commissioner Lynn Bowers

### Citizens' Comments

- Joel Fischer representing SFNA invited the Commission to the SFNA quarterly meeting on Thursday night at 7pm. The meeting will be at the Presbyterian Church.
- April Cole has recently purchased 218 E. Second St. and would like to lease City property located behind her property. After a discussion, Ms. Cole will send a request to Tim Zisoff, City Manager, to request leasing the property.

### Sister City

Bill Marshall updated the Commission on the current status of becoming a Sister City to Shimamoto, Japan. Mr. Marshall gave a brief overview of the Shimamoto visit to Frankfort scheduled for the week of October 17 and discussed the agenda.

### Frankfort Independent Schools

Dr. Houston Barber, Superintendent of Frankfort Independent Schools, spoke to the Commission about future partnerships between the City, KCDC and school system. The Commission asked City Attorney Rob Moore and KCDC Director Terri Bradshaw to work with the school on a Memorandum of Understanding. The Commission asked that an ordinance be placed on the October Agenda concerning funding for the school system.

### Immanuel Baptist Church Sidewalk Request

Dr. Charles Queen, Senior Pastor of Immanuel Baptist Church requested sidewalks be added on Collins Lane in the area of the church. The Commission stated that they would take the request under consideration, however, the City's current focus is on repairing sidewalks already in place.

#### East & West Fourth Street Median Request

Joel Fischer, President of the South Frankfort Neighborhood Association, presented a request to the Commission regarding the medians on East & West Fourth Street. According to Mr. Fischer, in the past the medians on these areas of Fourth Street were landscaped. He is requesting the landscaped medians be restored. The Commission took this under consideration but no action was taken.

#### Energy Project Assessment District (EPAD)

Jason Delambre and Bobby Clark gave a presentation of the possibility of an Energy Project Assessment District. EPADs are designed for a bank to allow a developer to finance energy efficiency related work on a building project for up to 20 years; in exchange for the longer amortization schedule the developer signs an agreement with the local government to pay the bank note back through an extra payment on their property taxes. Currently Bowling Green and Covington have EPADs in place. The Commission asked staff to give an analysis of the program and further asked that the item be placed on the October Agenda.

#### Proposed Right of Way Ordinance

Public Works Director Tom Bradley gave a presentation on a Right of Way Ordinance. The Ordinance would require fees for Right of Way issues such as street cuts and storage pods. The Ordinance would also give time limits and enforce penalties if requirements are not met. The Ordinance is on October's Agenda for a first reading.

#### Electronic Records Presentation

IT Manager Bobby Ripy gave an update to the Commission regarding Electronic Records Retention. The Commission gave direction to send out Requests for Proposals (RFPs) and bring a recommendation from submitted proposals to the November Work Session.

#### Revenue Expense Recommendation

The Commission discussed recommendations regarding the current surplus of City income. They decided to move forward with the recommendation of eliminating the garbage fees and the new Garbage Fee Ordinance will be on the October Agenda for a first reading. The Commission also decided to move forward on tree removal and replacement to enhance the view of the Capital, electronic filing, sidewalk repair and payroll/finance software. Various staff members will give presentations at the November Work Session on a match to new hires since 1/1/14 for retirement, Fire Station 1 improvements, and City Hall improvements.

#### Meeting Procedures

The Commission discussed the current meeting procedures and voiced concerns about the process including the placement of Citizens Comments. The Commission decided they would continue to take Citizens Comments and there will be some flexibility on comments during the meetings. The Commission also agreed with the City Clerk that a Sign-In Sheet for Citizens Comments would be helpful.