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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.

**Wednesday, September 7, 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

None

### Sewer Tap Fees

KCDC Director Terri Bradshaw made a brief presentation regarding the current Sewer Tap Fees and made a recommendation that the City to lower the residential fee. The Commission authorized to lower the 5/8 " residential sewer tap fee to \$1000 and this item will be placed on the September 26<sup>th</sup> voting meeting agenda.

### Frankfort Independent Schools

Dr. Houston Barber, Superintendent of Frankfort Independent Schools, spoke to the Commission about future partnerships between the City and school system proposing that the City providing wireless internet access points for families throughout the City, communication, marketing and branding for the Frankfort Independent Schools and the City of Frankfort.

### Sister City

Bill Marshall updated the Commission on the current status of becoming a Sister City to Shimamoto, Japan. Mr. Marshall indicated that a letter would need to be sent to the Sister Cities organization to dissolve the relationship with Frankfort's current Sister City in the Dominican Republic prior to finalizing the new Sister City relationship with Shimamoto. The Commission authorized the Mayor to sign the letter dissolving the relationship with the current Sister City. A group from Shimamoto will be travelling to Frankfort the week of

October 16 and plans were discussed for a reception for the group. Once the agenda has been finalized, Mr. Marshall will let the Commission know and confirm what role the City of Frankfort will play in their visit.

#### Downtown Reinvestment Grant Process

Planning and Zoning Director Gary Muller updated the Commission on the Downtown Reinvestment Grant process. Staff has created a Request for Proposals for the grant and suggested the make up for the Grant Review Committee. The Commission requested staff to continue to move forward with the program.

#### Devils Hollow Road Agreement

City Attorney Rob Moore gave an update on the Devils Hollow Road Agreement with the County. FEMA has indicated the project was approved for funding with a total project cost of approximately \$88,000.00. This would make the local share approximately \$11,000.00 and the City portion of that would be just over \$5,000.00. The Commission instructed Mr. Moore to hold on the agreement until the City received confirmation from FEMA.

#### Frankfort Plant Board Building Options

Planning and Zoning Director Gary Muller and Fire Chief Eddie Slone gave a presentation on possible options for the Plant Board Building adjacent to City Hall. The building is scheduled to be empty in February, 2017 and will be owned by the City. Mr. Muller and Chief Slone gave several options including selling the building, demolishing the building and using it for a business incubator. The Commission asked staff to further investigate and come back to offer further ideas at the October Work Session.

#### Garbage Fee

Public Works Director Tom Bradley gave a presentation on the current garbage fee and discussed possible changes to the fee. The Commission agreed to eliminate the garbage fee; however, the program will stay the same. The amended Ordinance will have its first reading in October.

#### Electronic Records Presentation

IT Manager Bobby Ripy made a presentation to the Commission regarding Electronic Records Retention. The Commission gave direction to obtain quotes and present more detailed information at the October Work Session.

#### Plant Board Appointment

There is currently an open position on the Frankfort Plant Board and the Commission discussed how the position should be filled and the process to select the next Board Member. Mayor May gave the Commission a resume for Mr. John Cubine. After much discussion it was decided that the Commission will make a list of questions for the City Clerk to send to Mr. Cubine to answer ahead of the September 26<sup>th</sup> voting meeting.

#### Revenue Expense Recommendation

Commissioner Robert Roach presented a recommendation to the Commission regarding the current surplus of City income. His recommendation included items such as eliminating the garbage fees, tree removal and replacement to enhance the view of the Capital, a match to new hires since 1/1/14 for retirement, electronic filing, payroll and finance software, tearing down the Old Y, FIS Foundation, Public Works various beautification efforts, Fire Station 1 improvements, City Hall improvements.

#### Meeting Procedures

The Commission discussed the current meeting procedures and voiced concerns about the process including the placement of Citizens Comments. It was decided the Commission would continue to take Citizens Comments at

the beginning of the agenda and prior to each discussion item. There will be further discussion at the October Work Session.

#### City Manager Replacement Process

The Commission discussed several options for the replacement of the City Manager. The Commission decided Human Resources Director Kathy Fields would begin the process by sending an RFP to 5 Executive Recruiter firms with public sector specialization.