

NOTICE

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on January 22, 2024, is a video teleconference meeting. One Commissioner will participate via GoToMeeting or a similar video teleconferencing system. The primary location will be in the City Hall Board of Commissioners Council Chamber, 315 West Second Street.

315 W Second Street, Frankfort KY 40602
502-875-8500
www.frankfort.ky.gov

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FRANKFORT
KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner
Katrisha Waldrige, Commissioner
Leesa Unger, Commissioner
Kyle Thompson, Commissioner

AGENDA

REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500

www.frankfort.ky.gov
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January 22, 2024
5:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL & RECOGNITION

CITIZEN COMMENTS – PLEASE USE THE SIGN IN SHEET- INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES.

CONSENT CALENDAR

Items on the Consent Calendar are considered by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

1. **Minutes – Special Work Session, December 11, 2023; Regular Meeting, December 18, 2023; Special Meeting, December 21, 2023**
2. **RAVE Mobile Safety Contract – E911**

The purpose of this memo is to request a (60) month term contract agreement with RAVE Mobile Safety utilizing funds from E911 account, and to authorize the Mayor to sign all related documents. The contract agreement will be purchased through RAVE Mobile Safety in the total amount of \$21,950.00 cost per year along with a one-time setup fee of \$2,500.00. Frankfort and Franklin County often face emergency type situations that require the timely and accurate dissemination of information to the community. Some of these incidents include temporary road closures, pandemics, natural disasters, extreme weather, evacuations, active assailants, and other emergencies and security threats. Communities can utilize a mass notification system to quickly notify citizens of emergencies, provide any instructions needed, and give updates as they become available. RAVE Mobile Safety offers their RAVE Alert system for emergency mass notifications. The emergency mass notification system exists to alert residents to the risk of danger and as a service to their communities. To reach their entire population, mass notification systems include one-way and two-way communication and multilingual support. In addition to emergency alerts (FEMA IPAWS), local agencies can also provide informational notifications to residents for road closures, utility failures, health and safety issues, special events, and other operational updates. Using a branded opt-in portal enables residents and visitors to the area to create an end-user profile and then select their emergency notification preferences. This would include their preferred types and delivery methods of alerts across multiple forms of social media platforms. RAVE Mobile Safety also offers their RAVE 911 Suite to aid 911 telecommunicators and first responders make faster, better decisions, shorten response times, and save lives. The RAVE 911 Suite allows members of the community to register and provide information about themselves, their family members, their homes and workplaces, medical conditions, and other pertinent information through Smart911. This information is provided to 911 telecommunicators at the time of the call and shown on the workstation consoles. Frankfort/Franklin County E911 previously had a contract with RAVE Mobile Safety from July 1, 2017, through December 31, 2021.

There are many companies that provide mass notification services. Several of these companies were contacted and provided information/quotes for their services. RAVE Mobile Safety is the only vendor that can provide the mass notification component (RAVE Alert) along with a Smart911 platform (RAVE 911 Suite) that would be integrated with E911 dispatcher workstations. A Sole Source Form has been completed and attached. The service contract will be purchased through the 911 account, 590.00.51100. Staff recommends approval.

Attachments: Memo, Sole Source Form, Customer Acceptance Form, Overview of RAVE
Suggested Disposition: Receive and File; Approve

3. RCS Communications 911 Service Agreement Renewal – E911

The purpose of this memo is to request a (1) year service agreement renewal with RCS Communications utilizing funds from the E911 account, and to authorize the Mayor to sign all related documents. The service agreement will be purchased through RCS Communications in the total amount of \$26,863.32. Frankfort/Franklin County E911 currently utilizes the Zetron MAX Call Taking Console in conjunction with the E911 phone system. Frankfort/Franklin County E911 purchased the Zetron system in 2014 from RCS Communications along with a service agreement through November 30, 2021. In 2021, Frankfort/Franklin County E911 was approved to purchase and upgrade (5) workstation computers through RCS Communications. The purchased workstation computers contain the Zetron MAX Call Taking software and now utilize the Windows 10 operating system. A renewal service agreement is required each year to maintain functionality and maintenance for the Zetron MAX Call Taking Console. Frankfort/Franklin County E911 is asking that the service agreement renewal with RCS Communications be approved for a contract period of 12/01/2023 to 11/30/2024. The infrastructure service plan provides 24/7 coverage 365 days a year. It covers all costs associated with parts, labor, and travel to repair the Zetron MAX Call Console. The service plan also includes an annual preventative maintenance inspection on the Zetron MAX Call Console. The service plan will provide Frankfort/Franklin County E911 with software maintenance and upgrades to the Zetron MAX Call Console. The service agreement renewal will be purchased through the E911 account, 590.00. 51100. Zetron Max Call Taking is a sole source product and the form and letter of confirmation from RCS are attached. Staff recommends approval.

Attachments: Memo, Sole Source Form, Sole Source Letter from RCS, Service Agreement
Suggested Disposition: Receive and File; Approve

4. 2025 NHTSA Grant – Police

This memo is to request authorization for the Police Department to apply for the FY2025 NHTSA Grant and for the Mayor to sign all related documents. The grant reimburses the city 100% for traffic enforcement overtime on State and Federal roadways. The goal of the grant is to help reduce crashes, injuries, fatalities, and the associated costs. The NHTSA funds are awarded through the Kentucky Office of Highway Safety. The police department files a monthly reimbursement claim for the salary, retirement, and workers compensation cost of each employee working the NHTSA Grant hours. The police department receives this grant each year, and the amount ranges from approximately \$50,000 to \$60,000. The NHTSA Grant will provide approximately \$50,000 to \$60,000 for traffic enforcement on State and Federal roadways. The City of Frankfort has received this grant annually for over 20 consecutive years. Staff recommends approval of the request to file the application for the FY2025 NHTSA Grant and authorize the Mayor to sign all related documents.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

5. Sustainable Strategies Contract Renewal – Grants

Staff requests authorization to renew the annual contract with Sustainable Strategies DC for 2024 to aid in Identifying Funding Opportunities, Building Frankfort's Competitive Advantages, Grant Writing Assistance and Support, Stakeholder Support and Advocacy. The City has been under contract with Sustainable Strategies DC since 2019 and has been the recipient of over \$14.4 million dollars in grant funds during this time. Staff would like to continue this relationship with Sustainable Strategies DC and renew the contract with the same terms of \$6,000.00 per month for a 12-month period. Total cost of the contract will be \$72,000.00 over 12 months and is included in the current budget through June 2024. Staff recommends approval and for the Mayor to sign all related documents.

Attachments: Memo, Contract
Suggested Disposition: Receive and File; Approve

6. Amendment #1 to Construction Contract with Lagco, Inc. for Miami Trails Sanitary Sewer Project – Sewer

The purpose of this memorandum is to request approval from the Board of Commissioners for Amendment #1 to a Construction Contract with Lagco, Inc to reduce the Contract in the amount of \$171,832.78 for the balancing quantities associated with the construction of the gravity sewer and Miami Trail Pump Station abandonment for the Miami Trail Sanitary Sewer project and to authorize the Mayor to sign all related documents. On February 28, 2022 the Board of Commissioners awarded the Miami Trail Sanitary Sewer Project to Lagco, Inc. in the amount of \$2,699,258.00. The project has been completed with the sewers passing various tests. The project was completed under the awarded amount but was over the contract time by 72 days. Amendment #1 proposes to reduce the contract amount by \$171,832.78 and extend the contract time by 72 days.

Original Agreement	\$ 2,669,258.00
Amendment #1	\$ - 171,832.78
Total	\$ 2,497,425.22

Original Contract Time	330 Days
Amendment #1	72 Days
Total Contract Time	402 Days

This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve the Amendment #1 for a contract reduction with Lagco, Inc. for \$-171,832.78.

Attachments: Memo, Amendment #1, 2022 Contract
Suggested Disposition: Receive and File; Approve

7. Professional Services Contract Amendment No. 3 with HMB Professional Engineers, Inc. for Design and Construction Administration for Old Lawrenceburg Pump Station – Sewer

The purpose of this memo is to recommend a Professional Services Contract Amendment No. 3 with HMB Professional Engineers, Inc. (HMB) for additional Engineering Design and Survey, Additional Resident Project Representative, and Special Structural Inspections and for the Mayor to sign all related documents. The existing Old Lawrenceburg Road Pump Station is outdated and oversized for the flow received at the location. The project was previously bid to construct a new wet well and access road. The single received bid was double the engineering estimate. The project was not awarded. FSD evaluated the design to take advantage of the existing wet well, improve the existing access road, and downsize the force main from a 20" Force Main to a 16" Force Main. HMB has requested compensation for additional engineering and survey services for the design and permitting of the Old Lawrenceburg Road Pump Station. Permits from the Kentucky Division of Water and Kentucky Transportation Cabinet have been obtained. Construction Easements for the project have been obtained from the Kentucky Finance Department. The project is expected to be advertised in February 2024. Amendment No. 3 also includes design for electrical and SCADA improvements, Resident Observation during construction, and Special Structural Inspection for reusing the existing wet well and electrical control building. This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve Contract Amendment No. 3 with HMB for \$133,000.00.

Attachments: Memo, Original Agreement, Amendment No. 1, Amendment No. 2, Amendment No. 3, HMB Labor Detail
Suggested Disposition: Receive and File; Approve

8. Sanitary Sewer Agreement with H.G. Mays Corporation – Sewer

The purpose of this memo is to recommend an agreement with H.G. Mays Corporation (H.G.Mays) for a sanitary sewer easement for the construction of the East Frankfort Interceptor and for the Mayor to sign all related documents. The East Frankfort Interceptor project is a Sanitary Sewer Interceptor that will reduce sanitary sewer overflows, combined sewer overflows, and free additional capacity within the existing sewer system with a new alignment along the east edge of Frankfort. The project requires only five easements from private property owners. The property is a key component of the project. This property, through an egress and ingress easement provides access from Lewis Ferry Road to the proposed tunnel and drop shaft. FSD, through the use of a contractor, will utilize the existing access for heavy equipment delivery and removal of rock debris. The proposed sanitary sewer will also obtain a permanent easement located between the cliff and existing buildings. The proposed agreement is requested by H.G. Mays to ensure the property is returned in satisfactory condition. This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve the agreement with H.G. Mays.

Attachments: Memo, Agreement
Suggested Disposition: Receive and File; Approve

9. Sanitary Sewer Agreement with MA-KIN Enterprises, Inc. - Sewer

The purpose of this memo is to recommend an agreement with Ma-KIN Enterprises, Inc. for a sanitary sewer easement for the construction of the East Frankfort Interceptor and for the Mayor to sign all related documents. The East Frankfort Interceptor project is a Sanitary Sewer Interceptor that will reduce sanitary sewer overflows, combined sewer overflows, and free additional capacity within the existing sewer system with a new alignment along the east edge of Frankfort. The project requires only five easements from private property owners. The property is a key component of the project. This property, through an egress and ingress easement provides access from Lewis Ferry Road to the proposed tunnel and drop shaft. FSD, through the use of a contractor, will utilize the existing access for heavy equipment delivery and removal of rock debris. The proposed sanitary sewer will also obtain a permanent easement located between the cliff and existing buildings. The proposed agreement is requested by MA-KIN to ensure the property is returned in satisfactory condition. This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve the agreement with MA-KIN.

Attachments: Memo, Agreement

Suggested Disposition: Receive and File; Approve

10. Professional Services Contract with HMB Professional Engineers, Inc. for Construction Administration for Walmart Sanitary Sewer Construction – Sewer

The purpose of this memo is to recommend a Professional Services Contract with HMB Professional Engineers, Inc. (HMB) for additional Survey, Construction Administrative Services, and Resident Project Representative and for the Mayor to sign all related documents. During construction to replace the stormwater line by a Contractor for Walmart, FSD's infrastructure was damaged and needed repair. FSD retained engineering services from HMB using its annual engineering contract amount of \$19,500.00. HMB prepared the design plans to reconstruct the sanitary sewer, assisted with the bidding process, and performed construction administration and periodic construction inspection services on the project dating back to 2020. HMB's final invoice on the project has exceeded the current purchase order balance. FSD recommends entering into a contract to pay the remaining \$45,747.50 balance on the invoice. HMB did not invoice FSD from July 2022 until they were received in September. This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve the Professional Services Contract with HMB for \$45,747.50.

Attachments: Memo, Professional Services Agreement

Suggested Disposition: Receive and File; Approve

11. Purchase of 96 Gallon Carts – Solid Waste/Public Works

Since 2012 the City has provided trash and recycle carts to each resident. The residents must pay an upsize fee for a larger trash cart, but there is no fee to upsize the recycle cart. The Division of Solid waste needs to order 96-gallon trash and recycle carts due to the increased number of residents paying the upgrade fees for trash carts and requesting larger recycle carts. Solid Waste will be purchasing 250 96-gallon trash carts and 250 96-gallon recycle carts from Rehrig Pacific through Sourcwell Contract- RFP #041521 at a cost of \$31,215.00 funds are available in 100-65-54390. Rehrig Pacific has been the provider of 96-gallon carts for the City since 2015, due to their durability and uniform look that closely matches the original carts. Sole source documentation is provided for this purchase as well. Staff recommends that the Board of Commissioners approve the purchase of the carts and authorize the Mayor to sign all related documents. **As \$60,000.00 was appropriated for the above line item but previous cart purchases and other departmental needs have used a large portion of those funds. This purchase may cause the department's total budget at the end of the year to be over the approved amount and a budget amendment may be necessary.**

Attachments: Memo, Sole Source Form, Proposal

Suggested Disposition: Receive and File; Approve

12. Frankfort Fire and Franklin County CTC Fire Science Program – Fire Department

The purpose of this memo is to request the City Manager, Board of Commissioners, and Mayor to approve a Memorandum of Understanding (MOU) with Franklin County Career and Technical Center for the joint Fire Science Program to begin August 2024. In compliance with the Kentucky Department of Education, Bluegrass Community Technical College, and Kentucky State Fire Commission, Frankfort Fire & EMS will be teaching college credit and firefighter certification classes at the Franklin County Career and Technical Center. As of 2022-2023 there are only 10 schools in the State of Kentucky with a Fire Science Pathway and a total enrollment of 373 students.

Frankfort Fire Department will work with Franklin County CTC to become the eleventh Fire Science Pathway allowing our own community youth an opportunity to further their education while exploring Fire and EMS as a career choice with the City of Frankfort. The first year of the program offers Basic Firefighting I course for students and leads into year two with Basic Firefighting II. With years three and four students have the opportunity for Basic Firefighting III & IV as well as Co-Ops with Frankfort Fire, EMT Class, and other Special Topics in Fire Science.

As the Frankfort Fire Department, wish to continue growth, it is our duty to look within our own community and teach the next generation to explore into the fire service as a career choice. This Fire Science Pathway Program has proven to be beneficial with service learning, mentoring, shadowing, and recruitment within the established Career and Technical Centers and Fire Departments. This not only furthers the education of the future firefighters but strengthen the connection of our community and Fire Department to its workforce. Frankfort Fire Department only has to dedicate minimal time and resource to open up a tremendous opportunity for the benefit to the Department's growth moving forward with this Fire Science Program by allocating one firefighter to teach the program at the CTC during the scheduled class times. This allows only expenditures during the first two years and as the program grows into years three and four the City begins to split costs with Franklin County Career and Technical Center.

This contract has a budget impact of approximately:

Year 1 - \$3,751.20 - \$7,502.40

Year 2 - \$7,502.40 - \$15,004.80

Year 3 - \$36,950

Year 4 - \$18,000

Staff recommends the City Manager, Board of Commissioners, and Mayor approve the MOU with Franklin County Career and Technical Center for the joint Fire Science Program and sign all related documents.

Attachments: Memo, Memorandum of Understanding (MOU)
Suggested Disposition: Receive and File; Approve

13.

Personnel Action	Employee	Department	Date	Position
Appointment	LaShanda Collins	PW/Transit	12/19/23	Transit Driver
Appointment	Matthew Noonon	Public Works	1/16/24	Deputy Director of Public Works
Appointment	Victor Valdivia	Fire	1/30/24	Firefighter
Appointment	Garrett Stevens	Fire	1/30/24	Firefighter
Appointment	Shane Graves	Fire	1/30/24	Firefighter
Appointment	Joseph Green	Fire	1/30/24	Firefighter
Appointment	Logan Hamlin	Fire	1/30/24	Firefighter
Appointment	Mariano Corrales	Fire	1/30/24	Firefighter
Appointment	Brad Becraft	Fire	1/30/24	Firefighter

Appointment	Griffyn Spencer	Fire	1/30/24	Firefighter
Appointment	William Thornton	PW/Streets	1/30/24	PW Streets Tech
Appointment	Mark Ramey	PW/Solid Waste	1/30/24	PW Solid Waste Tech
Promotion	Joseph Korby	Fire & EMS	1/2/24	Firefighter to Sergeant
Resignation	Gavin Austin	PW/Solid Waste	1/5/24	PW Solid Waste Tech
Termination	John Mitchell	PW/Solid Waste	12/13/23	PW Solid Waste Tech
Resignation	Kayli Bridgewater	E911	12/15/23	E911 Telecommunicator

Attachments: Gavin Austin letter of resignation, Kayli Bridgewater letter of resignation
Suggested Disposition: Receive and File; Approve

BOARDS

- Housing Authority** – Appointment of Rodney Williams (filling vacant term), expiring 1-29-28.

Attachments: Letter from the Mayor, Appointee information
Suggested Disposition: Receive and File; Approve

ACTION ITEMS

These are items where discussion is held by the Board of Commissioners. Items such as Ordinances, Orders and Resolutions are discussed under this section of the agenda. Public comments are not allowed except as authorized by the Mayor.

- Second Reading**

“AN ORDINANCE AMENDING SECTIONS OF CHAPTER 50 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO SOLID WASTE AND RECYCLABLES”. This ordinance had its First Reading on December 18, 2023. Summary: This ordinance amends several sections of City of Frankfort Code of Ordinances Chapter 50 related to Solid Waste as follows: 1) 50.02: Add requirements to schedule certain free collection services, require private carts to be labeled as “Yard Waste”, apply large appliance door removal and securement to similar appliances besides refrigerators, change the time at which carts must be placed curbside from 7am to 6am, and reorganize throughout into categories of preparation, storage and placement; 2) 50.04: Add language authorizing carts equivalent to 96-gallon carts for bulk pick ups and exclude yard waste from the bulk pick up service; 3) 50.05: Remove paper from the list of loose materials to be placed in paper yard waste bags; 4) 50.09: Clarify that the City does not dispose of construction debris; and 5) 50.10: Remove the Renaissance District from recycling opportunities for private owned commercial units, add language allowing Public Works the ability to adjust the number of commercial recycling containers for more than just waste volume considerations, clarify that commercial units may have more frequent recyclables collection than once a week, and require all preparation, storage and placement rules for trash collection to also apply to recyclables.

Attachments: Memo, Summary of Changes, Ordinance
Suggested Disposition: Receive and File; Adopt Ordinance

2. Second Reading

“AN ORDINANCE AMENDING SECTION 40.21 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO POLICE DEPARTMENT ORIGINAL APPOINTMENTS”. This ordinance had its First Reading on December 18, 2023. Summary: This ordinance amends Section 40.21 of the City of Frankfort Code of Ordinances related to Police Department original appointments to 1) change the age requirement for hire from 21 to 20 years of age to meet state law requirements; 2) redistribute the weight of the examination process to assign 25% of the score to physical agility and 25% to oral interview; 3) allow an applicant two retests for any component in the testing process in a 12-month time period, after which the applicant must wait one year from the date of the last failure before reapplying; and 4) update fitness standard requirements to reference the Police Department Wellness Program policies.

Attachments: Memo, Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

3. “AN ORDER ESTABLISHING THE CITY OF FRANKFORT AFFORDABLE HOUSING COMMITTEE”

The purpose of this agenda item is to request approval from the Board of Commissioners (BOC) to establish the Affordable Housing Committee of the City of Frankfort and authorize the Mayor to sign all related documents. The Affordable Housing Committee will be a practical way for the BOC and staff to collaborate and find solutions to address the housing needs of our community. According to the Frankfort and Franklin County Housing Market Demand Study, which was dated July 25th, 2023, 40% of renters in Frankfort are "cost burdened." This means that they pay 30% or more of their household income for basic housing costs. In Frankfort, 2,682 households pay 30-50% of their income towards rent, while 2,349 households pay 50% or more. Furthermore, the study shows that extremely low-income (ELI) households and low-income (LI) households in Frankfort are more likely to be cost-burdened. Specifically, 90% of ELI households, 75% of LI households, and even 5% of "moderate income" households are cost burdened. These statistics, combined with the limited housing supply and the consistent increase in housing costs, demonstrate the need for action. The committee will be able to examine this data more closely and come up with effective solutions to present to the BOC. Housing and affordability will be key factors in the economic development and future growth of our community, as well as the improvement of the overall standard of living for our citizens. Staff recommends approval.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

4. Flock Agreement - License Plate Readers – Police

The purpose of this memo is to request approval to enter into a lease contract for 19 License plate readers after the Board of Commissioners adopted the Ordinance in December 2023 and to authorize the Mayor to sign all related documents. On December 18, 2023 the Board of Commissioners adopted the ordinance that set the guidelines for usage of License Plate Readers. With this approval the Frankfort Police Department would like to enter into the lease contract for 19 license plate readers through Flock. The contract would be for a two-year lease totaling \$125,450.00. License plate readers have been proven to be crucial tools for investigations regarding felony criminal activity and missing persons. Once available to the Frankfort Police Department it's believed their use will provide another tool to conduct investigations more efficiently. The contract will be a two-year lease for the costs for installation and lease of 19 license plate readers. Details of the lease are in the provided contract that has been reviewed by the City Attorney. Staff recommends approval of the contract provided by Flock for usage.

Attachments: Memo, Flock Agreement

Suggested Disposition: Receive and File; Approve

UNFINISHED BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

EXECUTIVE SESSION PER KRS 61.810(1)(c), LITIGATION “PENDING LITIGATION AGAINST THE CITY RELATED TO WORKER’S COMPENSATION”. ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT