



CAPITAL OF KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner

Kyle Thompson, Commissioner

Leesa Unger, Commissioner

Katrisha Waldrige, Commissioner

3-19-21

**NOTICE
SPECIAL MEETING VIA VIDEO TELECONFERENCE**

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Frankfort due to the global COVID-19 pandemic, and in accordance with recommended and mandated precautions related thereto and Kentucky Opinion of the Attorney General 20-05, the following Meeting Notice is issued:

I, Layne Wilkerson, hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, March 22, 2021, at 5:00 p.m., in the Frankfort/Franklin County Emergency Operations Center, 300 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, March 22, 2021. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. One or more members of the Board of Commissioners will participate via Skype or a similar video teleconferencing system. The primary location will be in the Frankfort/Franklin County Emergency Operations Center, 300 West Second Street.

Per KY Attorney General Opinion 20-05, **public attendance will not be permitted** at this meeting because, due to the highly contagious nature of COVID-19, it is not feasible for the City to provide a central physical location for public viewing. Public comments on **agenda items only** will still be accepted for the meeting, by emailing comments to **bhecker@frankfort.ky.gov** by Monday, March 22 at 4:00 PM.

The meeting will be broadcast via Frankfort Plant Board Cable 10 Live and Facebook Live: Frankfort, Kentucky - City Hall **www.facebook.com/CityofFrankfortKY/**.

Please see **www.frankfortema.org** for additional information.

Mayor

AGENDA

**SPECIAL REGULAR MEETING
BOARD OF COMMISSIONERS
300 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500 ~ www.frankfort.ky.gov**

**March 22, 2021
5:00 PM**

ROLL CALL

CITIZEN COMMENTS (AGENDA ITEMS ONLY)

Presentation:

Solar Presentation – Andy McDonald

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 – February 3, 2021 Special Meeting; February 8, 2021 Special Work Session; February 22, 2021 Special Regular Meeting**
- 2. Skid Steer loader and Recycle Container Purchase –Solid Waste/Public Works**

The purpose of this memo is to request approval for the Division of Solid Waste to purchase a new Caterpillar Skid Steer loader and four (4) recycle containers, and for the Mayor to sign all related documents. The Division of Solid Waste would like to purchase a new Caterpillar 262D3 model Skid Steer loader and four (4) recycle containers. The skid steer loader will be replacing the current one used daily to load recycle material for transfer to Lexington the past nine years. The current loader will be sold as surplus or transferred to another department. The four (4) recycle containers will be used at the drop off center and at local schools for collection of cardboard boxes. A budget amendment for the total amount for the purchase is \$ \$74,627.02 is needed from General fund 100-65-56550. The City of Frankfort was awarded \$62,000 from a Recycle grant from the State of Kentucky at the beginning of this fiscal year.

Both items will be purchased under Kentucky State contract pricing
Caterpillar skid steer, Wayne: MA-758-1800000609
Recycle containers, Pro Tainer: MA-758-1600000554

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

- 3. Frankfort Fire Department Station 1 Concept Letter from Brandstetter Carroll – Fire**

The Fire Department is requesting approval to continue services with Brandstetter Carroll to provide a program review, concept floor plans, concept site plan and building elevation concept and rendering for Frankfort Fire Department Station 1 in the amount of \$8,500.00 and to authorize the Mayor to sign all related documents. Funds have been budgeted and are available in Account Nos. 100-42-53210 / \$4,500.00 & 100-41-53265 / \$ 4,000.00.

Attachments: Concept letter from Brandstetter Carroll
Suggested Disposition: Receive and File; Approve

4. Mowing Contract – Planning

Authorization of an agreement with Greenway Landscape Services to provide mowing, weed eating and bush hogging services in accordance with the stated specifications found in the City's Invitation to Bid No. 220211-70 and to authorize the Mayor to sign all related documents. The previous mowing contract for the Planning Department began in 2020. The previous contractor chose to terminate the agreement in late 2021 for personal reasons. The City advertised the latest ITB in February. The bids were tabulated by the Finance Department Purchasing Division and Greenway Landscape Services was the low bid.

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

5. Protective Railing – Pinsly (Thoroughbred) Trail Project – Parks

The purpose of this agenda item is to seek the Board of Commissioners to approve a bid and enter into contract with Adams Contracting, LLC out of Lexington, KY to provide the safety protective railing for the Pinsly (Thoroughbred) Trail Project. Also to approve a budget amendment to the 2020-2021 FY Annual Capital Budget and authorize the Mayor to sign all related documents. As part of the trail project, there are several areas along the old rail bed where the trail is being paved that has a steep drop off as the trail inclines up to KSU. In these sections of the trail where the drop offs are exposed requires a protective railing to be installed to protect from inadvertent falls. In coordination with Strand Associates, the architect and engineer for the project, a request for bid with technical specifications was released in February. After a review of the two bids by Parks staff, Public Works staff and Strand Associates, we are recommending to award the bid to Adams Contracting, LLC. They were the low bidder at \$164,640.00 and have a significant amount of experience in similar type of projects, and met the technical specifications and requirements of the bid. Pending requested budget amendment, funds are available in the City's capital project funds as well.

Attachments: Memo, Bid Tab, Adams Contracting Bid, Fracon LLC Bid
Suggested Disposition: Receive and File; Approve

6. Housing Authority of Frankfort 2020 PILOT Waiver – Finance

Request for approval to waive the payment in Lieu of Taxes (PILOT) for 2020 for the Housing Authority of Frankfort and authorize the Mayor to sign any related documents. The Housing Authority of Frankfort is a governmental agency that was established in 1941. Furthermore, the Housing Authority's property is not listed as taxable property in the City's property tax database. The Housing Authority of Frankfort has requested annually by letter from the Executive Director of the Housing Authority a waiver of the payment in Lieu of Taxes (PILOT). Based on the assessed property values per the PVA website, the Housing Authority property tax due the City would be approximately \$8,500.00 for 2020. We have received a formal letter requesting a waiver of the payment in Lieu of Taxes (PILOT) for the last several years. It is my understanding that the Housing Authority of Frankfort has never paid property tax to the City. Finance requests the Board of Commissioners approve the payment waiver of the Payment in Lieu of Taxes (PILOT), for the calendar year 2020.

Attachments: 2020 PILOT Waiver Letter
Suggested Disposition: Receive and File; Approve

7. Purchase of Five (5) Bus Shelters – Transit/Public Works

Transit requests the award of a contract to the lowest bidder Brasco International, for the purchase of (5) bus shelters in the amount of \$36,000.00 and to authorize the Mayor to sign all related documents. Transit received 4 bids on February 26, 2021 for the purchase of (5) bus shelters. The contract includes a 3 year extension with the option to purchase up to (15) additional bus shelters. The shelters will be placed in area deemed to service LMI populations. Transit received FY21 5339 grant funds for the purchase of the bus shelters. Funds for the purchase of the bus shelters are available in the Transportation Improvement account #530-00-51100. The shelters will be 100% reimbursed through grant funds.

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

8. Purchase of Five (5) Bus Shelter Pads – Transit/Public Works

Transit requests the award of a contract to the lowest bidder Owl Creek Construction, for the construction of (5) bus shelter pads in the amount of \$33,100.00 and to authorize the Mayor to sign all related documents. Transit received 4 bids on February 19, 2021 for the construction of (5) bus shelter pads. The bus shelter pads will be constructed for the (5) bus shelters that are to be purchased with FY21 5339 grant funds. Transit received FY21 5339 grant funds for the construction of the bus shelter pads. Funds for the purchase of the bus shelter pads are available in the Transportation Improvement account #530-00-51100. The shelter pads will be 100% reimbursed through grant funds.

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

9. Street Light Materials Award of Contract Pace Contracting, LLC – TIGER Project

The City of Frankfort recently advertised and received bids for street light poles, fixtures, and pedestrian signal poles for the Second Street TIGER project. Two bids were received and the lowest responsive and responsible bid was submitted by Pace Contracting, LLC, of Louisville, KY, for \$185,677.00. The cost of these materials will be paid with 100% federal TIGER funds. Also for the Board of Commissioners to authorize the Mayor to sign all related documents.

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

10. REMOVED - Mowing Contract Extension – Sewer

11. 2021 Composting Grant – Grants

Staff requests the Commission to consider authorizing the submission of a 2021 - 2022 Kentucky Pride Fund Composting Grant Application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to yard waste and composting such as equipment, advertising and educational materials and authorizing the Mayor to sign all grant documents. The City offers yard waste collection year-round and curbside leaf collection in the fall to the community and the quantity is continually increasing due to greater public awareness. The state has a Composting Grant Program that can aid in yard waste and composting costs. The Solid Waste Department would like to apply for funds for equipment including a wheel loader for use at the yard waste dump site, blocks for a compost pad walls, as well as Advertising and Educational materials which total costs will not exceed \$158,000.00 The city is required to have a 25% match for the grant, however, this match can be in-kind, and Personnel costs are eligible activities. Personnel costs for yard waste/leaf collection exceeds \$180,000.00, which more than meets the 25% match requirement. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

12. 2021 Recycling Grant – Grants

Staff requests the Commission to consider authorizing the submission of a 2021 - 2022 Kentucky Recycling Grant Application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to recycling such as equipment, advertising and educational materials and authorizing the Mayor to sign all grant documents. The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling Grant Program that can aid in recycling costs. The Solid Waste Department would like to apply for funds for equipment including a conveyor belt as well as Advertising and Educational materials which total costs will not exceed \$45,000.00 The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for Recycling exceeds \$180,000.00, which more than meets the 25% match requirement. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

13.

Personnel Action	Employee	Department	Date	Position
Promotion	Kayla Newton	E911	3/2/21	Telecommunicator I to Telecommunicator I TAC
Resignation	Herb Wilson	Police	3/5/21	Patrol Officer III Authorize payout of accrued leave
Resignation	Rick Skelton	PW/Transit	2/18/21	Transit Driver Authorize payout of accrued leave
Appointment	Victor Valdivia	Fire/EMS	3/23/21	Firefighter I
Appointment	Heather McAlpin	Fire/EMS	3/23/21	Firefighter I
Appointment	David Tanous	Fire/EMS	3/23/21	Firefighter I
Appointment	Blake Blandford	Fire/EMS	3/23/21	Firefighter I
Appointment	Madison Kleinhenz	Fire/EMS	3/23/21	Firefighter I
Appointment	Jeffery Cole Haney	Fire/EMS	3/23/21	Firefighter I

Attachments: Herb Wilson letter of resignation, Rick Skelton letter of resignation
Suggested Disposition: Receive and File; Approve

ACTION ITEMS

These are items where discussion is held by the City Commission. 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.

1. Second Reading

“AN ORDINANCE REZONING PROPERTY located near the intersection of Brighton Park Blvd and Versailles Road with the address of 452 Versailles Road, more specifically described as PVA map number 085-00-00-016.01, from Limited Commercial District (CL) to General Commercial District (CG)”. This ordinance had its First Reading on February 22, 2021. Summary: This ordinance approves a zone map amendment for the property with the address of 452 Versailles Road more specifically described as PVA map Numbers 085-00-00-016.01, from Limited Commercial District (CL) to General Commercial District (CG).

Attachments: Memo, Ordinance, Legal Description of Subject Property, Staff Report Reviewed by the Frankfort/Franklin Co. Planning Commission, Minutes from the November 12, 2020 Planning Commission Meeting
Suggested Disposition: Receive and File; Adopt Ordinance

2. Second Reading

“AN ORDINANCE REZONING PROPERTY located at the intersection of Martin Luther King Blvd and the East West Connector (KY 676) with the address of 101 Martin Luther King Blvd, more specifically described as PVA map number 075-00-00-004.04, from Limited Commercial District (CL) and Residential “B” District (RB) to Limited Commercial District (CL)”. This ordinance had its First Reading on February 22, 2021. Summary: This ordinance approves a zone map amendment for the property with the address of 101 Martin Luther King Blvd more specifically described as PVA map Numbers 075-00-00-004.04, from Limited Commercial District (CL) and Residential “B” District (RB) to Limited Commercial District (CL).

Attachments: Memo, Ordinance, Legal Description of Subject Property, Staff Report Reviewed by the Frankfort/Franklin Co. Planning Commission, Minutes from the January 14, 2021 Planning Commission Meeting
Suggested Disposition: Receive and File; Adopt Ordinance

3. Second Reading

“AN ORDINANCE AMENDING SECTION 40.22(A) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO FIRE DEPARTMENT ORIGINAL APPOINTMENTS”. This ordinance had its First Reading on February 22, 2021. Summary: This ordinance amends Section 40.22(A) of the City of Frankfort Code of Ordinances to lower the age requirement from 21 years of age to 19 years of age upon date of appointment to the Frankfort Fire Department.

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

4. 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 February 22, 2021. Summary: This ordinance amends section 40.21(B)(1) of the City of Frankfort Code of Ordinances relating to Police Department original appointments to allow Patrol Officer interviews to occur when the Civil Service Board is convened for other interviews (i.e. Fire/Police promotional interviews or Fire original appointment interviews).

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

5. Second Reading

“AN ORDINANCE AMENDING SECTION 40.23 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO POLICE DEPARTMENT PROMOTIONS”. This ordinance had its First Reading on February 22, 2021. Summary: This ordinance amends section 40.23(A) of the City of Frankfort Code of Ordinances relating to Police Department promotions to set the following promotional eligibility requirements: a) Sergeants and higher rank must serve one year in the next lower rank; b) Officers hired as original appointments must serve a total of 48 months; c) Officers hired through the accelerated process must have completed a total of 72 months of service as a sworn officer, including time at another agency without disciplinary actions, with a minimum of 24 months of service with the Frankfort Police Department; and d) Officers hired through the retiree process are not eligible for promotion due to serving on a year to year basis under contract.

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

6. First Reading

“AN ORDINANCE REZONING PROPERTY located on Wilkinson Blvd with the address of 954 Wilkinson Blvd, more specifically described as PVA map number 061-00-00-080.00, from General Commercial District (CG) and Low Density Multifamily Residential District (RL) to High Density Multifamily Residential District (RH)”. Summary: This ordinance approves a zone map amendment for the property with the address of 954 Wilkinson Blvd more specifically described as PVA map Numbers 061-00-00-080.00, from General Commercial District (CG) and Low Density Multifamily Residential District (RL) to High Density Multifamily Residential District (RH).

Attachments: Memo, Ordinance, Legal Description of Subject Property, Staff Report Reviewed by the Frankfort/Franklin Co. Planning Commission, Minutes from the February 11, 2021 Planning Commission Meeting
Suggested Disposition: Receive and File; Approve Ordinance for Second Reading

7. Police Vehicle Surplus, Order and Purchase

The Frankfort Police Department attempts to maintain a fleet of vehicles that safely and reliably assist the officers in their duties. There are two (2) 2011 Ford Crown Victoria police cruisers in our fleet that have fallen into disrepair and should be made surplus and to authorize the Mayor to sign all related documents. With the surplus more vehicles would need approval and purchase through budget amendment. The two (2) 2011 Crown Victoria's that should be put in surplus were from the final year of this model. During the budgeting process for the 2020-21 budget year the Police Department requested five (5) new police vehicles. After discussions with the Finance Director and previous City Manager, it was decided to request three (3) Ford Utility Patrol Interceptors (UPI) with the understanding that two (2) more UPI's could be requested later in the budget year. Bids were requested at the beginning of the budget year. Crossroads Ford was the only bidder, coming in under the state contract pricing at \$33,441. This price is due to change on April 6th and new bids would be requested. L&W Equipment would complete up-fitting for the vehicles for \$18,542.33. The total cost at the current bid pricing would be \$103,966.66. At the most, under state contract pricing, the cost would be \$104,640.

Attachments: Memo, Vehicle Photos, Order
Suggested Disposition: Receive and File; Adopt Order

8. Fire Department Surplus & Order

The purpose of this memo is to seek approval to declare the following equipment as surplus property and authorize the Mayor to sign all related documents. The following equipment was purchased to assist the Fire department in meeting the organization's mission. The listed equipment has since fallen into disrepair or is no longer being used. The following list of equipment has been removed from service and is no longer being used within the Fire department. The equipment listed will be removed from inventory and insurance listings. The equipment wishing to be declared surplus property is as follows:

1. A 2002 Ford E-450 ambulance (COF 0000927) – The Fire Department previously used it as a reserve ambulance. The ambulance has been removed from service with the delivery of Unit 43, a 2021 Freightliner Ambulance, as it is no longer licensed as a reserve ambulance.

John Sanders, Principal of the Franklin County Career & Technical Center, has inquired about potentially donating this unit to Franklin County Schools (Career Tech Center) as a training aid in their EMT and first responder courses, pending school board approval. Donating this unit to the local Career Tech Center is beneficial as it will allow them an additional training aid to strengthen their educational programs. The ambulance is valued at \$5,000-\$8,000. This request will have no budget impact.

Attachments: Memo, Order, Resolution to Accept Gift
Suggested Disposition: Receive and File; Adopt Order

9. FY2022 Transportation (Transit) Grants & Resolution

Staff requests adoption of a resolution allowing for the submission of applications for FY2022 Operating and Capital Funds and committing the Local Share associated with the applications under the Fixing America's Surface Transportation Act (FAST Act) to be filed with the Department of Transportation, United States of America and to authorize the Mayor to sign all related documents. The City is required to pass one resolution to apply for funding and to commit the local share of the projects. This resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. The grants local share is 50% for 5311 Operating Expenses and 20% for 5311 Administrative Expenses (Administrative Expenses cannot exceed 20% of the overall grant). The Local Share for 5339 (Capital) is 10% of the total grant. The Operating budget includes the continuation of Transit Services and the Capital request includes (5) bus shelters including installation and updated dispatching software. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City's Public Transit System. Requested funding is below:

Section	5311 Operating	5311 Administrative	5339 Capital	5311Capital
Federal/State Share	\$833,612.50	\$216,640.00	\$139,500.00	\$139,500.00
Local Share	\$833,612.50	\$54,160.00	\$15,500.00	\$15,500.00
Total Request	\$1,667,225	\$270,800.00	\$155,000.00	\$155,000.00

Attachments: Memo, Resolution
Suggested Disposition: Receive and File; Adopt Resolution

10. Capital City Museum Surplus & Order

The purpose of this agenda item is to seek Commission approval for the Parks Department to surplus items from the Capital City Museum and approval for the Mayor to sign any related documents. In 2019, the Capital City Museum started a renovation project after a very generous donation was given to the Museum's 501c3 board. As part of the renovation project, the Museum is getting a makeover from top to bottom. Several outdated items from the Museum were removed and replaced. The items include window blinds, window shades, a receptionist desk, ceiling fans and florescent ceiling lights. The Museum Board of Directors, Museum staff, and Parks staff all agree these items need to be surplus. These items will be listed on the GovDeals.com website via the Cities Finance Department. Andy Faris with Public Works will be looking at the items to see if they could be used in any other City Department and will remove any items that could be used elsewhere in the City prior to being surplus.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

11. CDBG CV Utility Relief Grant & Resolution

Staff requests authorization to apply for 2021 Community Development Block Grant funds for Corona Virus Utility Relief for citizens of the City of Frankfort in the amount of \$200,000.00. The Department for Local Government currently has funds available in the amount of \$200,000.00 per city for the Community Development Block Grant Corona Virus Utility Relief Program. Staff would like permission to submit an application for these funds for our citizens. The program applications will be applied for with the aid of the Bluegrass ADD and the program will be administered by the local Community Action Office per program guidelines. The funds for this program will flow through the City of Frankfort but will have no impact on our budget's bottom line.

Attachments: Memo, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

12. Invasive Species City/County Task Force Resolution

Attachments: Proposal, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

13. Arts Master Plan

14. Flood Update

15. Blanton's Landing Update

EXECUTIVE SESSION

EXECUTIVE SESSION PER KRS 61.810 (1)(F), PERSONNEL, DISCUSSIONS REGARDING THE STATUS OF THE INTERIM CITY MANAGER AND NEW CITY MANAGER POSITION. ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT