

**NOTICE**

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on July 24, 2023, 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](http://www.frankfort.ky.gov)

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FRANKFORT  
KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner  
Katrisha Waldridge, 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](http://www.frankfort.ky.gov)  
[www.facebook.com/CityofFrankfortKY](https://www.facebook.com/CityofFrankfortKY)**

**July 24, 2023  
5:00 PM**

### INVOCATION

Father John Lijana- Pastor, Good Shepherd Catholic Church

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### CEREMONIAL & RECOGNITION

The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individuals will be recognized.

#### ***Promotions – Police Department:***

- ❖ Promotion of David Ingle in the Police Department from Patrolman to Sergeant.
- ❖ Promotion of Craig Gonzalez in the Police Department from Patrolman to Sergeant.
- ❖ Promotion of Shawn Wallace in the Police Department from Patrolman to Sergeant.
- ❖ Promotion of Chris Gaines in the Police Department from Patrolman to Sergeant.

#### ***Retirements:***

- ❖ Liz Walker will retire from the Fire Department following 21 years of service.
- ❖ Joel Dunmire will retire from the Police Department following over 18 years of service.
- ❖ Lynn Aubrey will retire from the Police Department following over 15 years of service.
- ❖ Artie Stratton will retire from the Police Department following over 23 years of service.
- ❖ Travis Curtsinger will retire from the Police Department following 20 years of service.

### **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 Meeting, June 6, 2023; Work Session, June 12, 2023; Regular Meeting, June 26, 2023**
- 2. Central Square Enterprise Management Solution- IT**

The purpose of this memo is to request the Board of Commissioners approve an Enterprise Asset Management agreement with Central Square Solutions and for the Mayor to sign all related documents. The Sewer, Public Works, and Parks Departments currently utilize Central Square Management Solutions; however, they share a pool of licenses which causes some staff to be locked out of the solution in times of need due to the lack of individual licenses. The departments using Central Square are seeing a more efficient workflow using Central Square thus creating a need for more licenses. This solution will create licenses for each individual user to ensure no delays in the workflow process. This Enterprise management solution will cost \$23,800.00 which is an increase of approximately \$3,000.00 from what the departments are paying in total now. Staff recommends that the Board of Commissioners approve the Enterprise Management Solutions agreement with Central Square.

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

### 3. Contract Renewal with H&A Resources for Bio-solids Disposal – Sewer

The purpose of this memo is to recommend a contract renewal of the Bio-solids Disposal contract with H&A Resources and authorize the Mayor to sign all related documents. The Sewer Department must dispose of approximately 7,300 wet tons or 8,500 cubic yards of dewatered bio-solids annually from the Wastewater Treatment Plant. With the limitations and additional cost that the Benson Valley Landfill has put on the Wastewater Treatment Plant, FSD had revised the contract with H&A Resources in 2019 to provide both landfill and land-farm options. The contract was originally for a unit cost of \$35.48 per wet ton sent to the landfill and \$22.46 per cubic yard to be land-farmed. The material will be landfilled and land-farmed in conformance with all applicable state and federal regulations. H&A Resources informed the Sewer Department in January 2020 that the cost of sludge disposal at the Benson Valley Landfill was going up in cost significantly. H&A was informed that the cost of disposal would be \$89.00 plus additional fees. This is a 150% price increase on top of what the Sewer Department was already paying. Staff worked with H&A to discuss options and they were able to find alternate locations to haul the sludge to, but the distance will cause additional fees to be added to the existing contract. H&A has requested a CPI increase of 7.9%.

The additional sites are listed below with the cost for each location.

Outer Loop Louisville	\$61.50 / ton
Rumpke Mt. Sterling	\$54.90 / ton
Bavarian Walton	\$56.90 / ton
Advanced Irvine	\$62.37 / ton
Advance Morehead	\$64.56 / ton
Republic Frankfort	\$97.38 / ton plus fees

FSD is in the final design phase of the Class A biosolids project. Once the design is complete, funding will be the next hurdle for this project. When funding is secured, FSD will move forward with construction of the new biosolids project. This is the 5th and final year of this contract. Next year this contract will need to be rebid. This will be the last few years that we will dispose of the biosolids at the land fill as the department will be shifting to creating a fertilizer. Additionally, with the PFAS regulations coming in the next few years, this new design will give the department a good start to conforming to those new proposed regulations. Funds are available in Account No. 300.68.53295. This account has \$500,000.00 budgeted for FY 23/24. Staff recommends approval.

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

### 4. Contract Extension - Odor Control Annual Contract – Sewer

The purpose of this memo is to recommend approval of a contract extension with Aulick Chemical Solutions to provide Odor Control Services to the City of Frankfort Sewer Department and for the Mayor to sign all related documents. The Frankfort Sewer Department has 10 pump stations that odor control is required to protect the City's infrastructure and to protect staff. The contract is broken down into two parts. The first part of the contract is for the equipment and chemicals to be supplied by the winning bidder. The second portion is to monitor and respond to any odor complaints that come in throughout the year. This part is done by continuously monitoring specific locations for H2S and make adjustments to the chemical feed to correct any issues that are found. Publication of the bid was placed in The State Journal and on the DemandStar Network on December 19th and 20th respectfully. The Sewer Department received bids on December 29, 2021. The bids are listed below:

	TOTAL
Aulick Chemical Solutions	\$276,290.00
Evoqua Water Technologies	\$431,874.00

This will be the second contract renewal with the possibility of 2 more one-year extensions. Odor Control is in the FY23-24 budget and is budgeted at \$350,000.00 per year. Staff recommends that the Mayor and City Commission approve the Odor Control Contract Extension with Aulick Chemical Solutions.

Attachments: Memo, 2022 Annual Contract, Contract Extension Letter  
Suggested Disposition: Receive and File; Approve

#### **5. Contract Amendment and Extension with Structured Solutions, LLC for Manhole Rehab Project – Sewer**

The purpose of this memorandum is to request Board of Commissioners approval for a contract amendment and contract extension with Structured Solutions, LLC in the amount of \$250,000.00 for the Manhole Rehab Project and for the Mayor to sign all related documents. As part of the Sewer Departments Long Term Control Plan and inspection guidelines, Department Staff have identified several areas of concern for manhole rehab. Due to age and the natural occurring Hydrogen Sulfide that will build up in sewer systems, the manholes have to be repaired or replaced. If nothing is done to protect these structures, then they could have a catastrophic failure and cause overflows and damage to surrounding structures.

The Frankfort Sewer Department advertised for bids in April and bids were opened on April 14, 2021. The City received a total of two bids and Structured Solutions, LLC was determined to be the lowest qualified bidder. Below is a list of bidders and the amounts:

Structured Solutions, LLC	\$356,282.00
Akins Excavating Company	\$411,780.00

Structured Solutions did an excellent job for the City during the first and second year of the contract and the Sewer Department would like to extend this contract for another year. This would be the second contract extension with the possibility of two more extensions if needed. Structured Solutions has agreed to keep all costs the same for another year. The contract amendment needs to be made so as to include the contract renewal language. Staff recommends the Board of Commissioners approve the contract renewal and contract extension with Structured Solutions, LLC in the amount of \$250,000.00. Manhole rehab is budgeted at \$250,000.00 per year.

Attachments: Memo, 2022 Contract, Agreement Extension  
Suggested Disposition: Receive and File; Approve

#### **6. Wet Weather Detention Center (WWDC) Pump #1 Motor Repair – Sewer**

The purpose of this memo is to recommend approval for the repair cost of Pump #1 at the Wet Weather Detention Center in the amount of \$21,508.00 and for the Mayor to sign all related documents. FSD has been able to utilize the WWDC since 2017 when the wet weather tank and pump station were put in service. Pump #1 locked up during operation earlier this year and required the motor to be rebuilt. The WWDC is critical to the operation of the WWTP and the collection system during all rain events. The tank and pump station allow for mostly rainwater to be pumped into the tank to keep the WWTP from being overran with water. This system also allows the plant to conduct routine maintenance by pumping the sewage into the tank for 24 hours or more. Earlier this year, Pump #1 locked up during a rain event causing the pump to smoke up the wet well. Clark Electric was called in to assess the pump & motor for repairs. After the assessment, the motor had to be completely rebuilt. This pump will be repaired under the Pumps Emergency Repair Budget. The Budget for Emergency repairs is \$100,000.00 for FY24. Staff recommends that the Mayor and Board of Commissioners approve the invoice for Pump # 1 for Clark Electric.

Attachments: Memo, Sole Source Justification Form, Purchase Order Requisition, Invoice from Clark Electric  
Suggested Disposition: Receive and File; Approve

#### **7. Purchase of 96-gallon carts – PW/Solid Waste**

The purpose of this memo is to approve the purchase of additional 96-gallon trash carts and for the Mayor to sign any related documents. 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 the Sourcewell Contract- RFP #041521 at a cost of \$33,460.00. 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.

There will be no budget impact, as funds for cart purchases were approved in the 23-24 Solid Waste budget. Staff recommends that the Board of Commissioners approve the purchase of the carts and the Mayor sign all documents.

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

**8. Automatic Side Loader (ASL) Truck Purchase – PW/Solid Waste**

The purpose of this memo is for the Division of Solid Waste to seek approval for the purchase of a new Automated Side Loading garbage truck and for the Mayor to sign all related documents. The Division of Solid Waste would like to purchase a new Peterbilt 520 Chassis with a New Way brand 31yd Automated Side Loading body. Solid Waste would purchase the truck from Municipal Equipment Inc. through the Sourcewell Pricing Contract #09129-NWY with a cost of \$368,993.00. Funds are available in account 530-90-56551. This truck will be replacing a 2013 Mack Automated Side Loader that has frequent mechanical breakdowns, along with the body being in bad shape due to everyday use since being purchased new. There will be no budget impact, as the funds were approved for a truck in the 23-24 budget. Staff recommends that the Board of Commissioners approve the purchase of the new Automated Side Loader and for the Mayor to sign all documents.

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

**9. Workers Compensation Excess Coverage – HR**

The purpose of this memorandum is to request approval to renew our excess workers compensation coverage with Midwest Employers Casualty Company and for the Mayor to sign all related documents. The City purchases excess workers' compensation insurance to limit catastrophe risk for individual and total claims. The current policy has a specific retention per accident set at \$750,000.00 providing coverage to the City for individual workers compensation claims over that amount. The current policy will expire on 7/31/23. Therefore, this item is included at the regular meeting to ensure continuous catastrophic coverage for workers compensation costs. Our recommendation is to move forward with the 2-year option from Midwest Employers Casualty Company of \$79,566.00/year. Although this is the higher option, we anticipate renewal increases greater than 10% as MECC pushes our annual premiums toward their \$95,000.00 minimum. Locking our rate for two years will be less costly than renewing the policy again next year at an approximate annual premium of \$85,000.00 or higher. It is important to note that the City has a restricted fund of 2.9 million to use for workers' compensation claims if the general fund appropriations are not sufficient to cover workers compensation claims filed. A copy of the August 1, 2023 – July 31, 2024, policy will be issued upon receipt of the signed annual binder premium. This quote represents an \$8,777.00 increase from the prior year. Delaying these large increases is desired by locking down a rate for multiple years. Premiums are based on employer payroll. At the end of the year, a true up of actual payroll cost occurs and the City may receive a premium refund or an additional charge. Staff recommends that the Board of Commissioners approve the workers compensation 2-year renewal with Midwest Employers Casualty Company at \$79,566.00/year and authorize the Mayor to sign all related documents.

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

**10.**

	<b>Employee</b>	<b>Department</b>	<b>Date</b>	<b>Position</b>
Appointment	Wesley Marsh	Public Works/Streets	7/05/2023	PW Tech
Appointment	Ashley Coulter	Parks and Rec	7/11/2023	Parks and Recreation Deputy Director
Retirement	Joel Dunmire	Police	07/31/2023	Police Lieutenant Authorize payout of accrued leave
Retirement	Lynn Aubrey	Police	07/31/2023	Assistant Police Chief Authorize payout of accrued leave
Retirement	Artie Stratton	Police	7/31/2023	Patrol Officer II Authorize payout of accrued leave

Retirement	Travis Curtsinger	Police	7/31/2023	Police Captain Authorize payout of accrued leave
Retirement	Liz Walker	Fire	7/31/2023	Fire Captain Authorize payout of accrued leave
Resignation	Jordan Lewis	Police	07/04/2023	Patrol Officer III Authorize payout of accrued leave
Resignation	MyKaila Dean	E911	7/05/2023	Telecommunicator I Authorize payout of accrued leave
Resignation	Hunter Smith	Police	7/20/2023	Patrol Officer II – Authorize payout of accrued leave
Resignation	Katie Beard	Public Works	7/24/2023	Public Works Director Authorize payout of accrued leave
Promotion	Alex Cunningham	Parks and Rec	7/11/2023	Parks and Recreation Deputy Director
Resignation	Laura Hagg	City Manager	6/23/2023	City Manager Authorize payout of accrued leave

Attachments: Joel Dunmire letter of retirement, Lynn Aubrey letter of retirement, Mary Walker letter of retirement, Jordan Lewis letter of resignation, MyKaila Dean letter of resignation, Hunter Smith letter of resignation, Katie Beard letter of resignation, Laura Hagg 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 AMENDING CITY OF FRANKFORT CODE OF ORDINANCES, SECTIONS 40.22 AND 40.24, RELATED TO FIRE DEPARTMENT AGE LIMITS AND PROMOTIONAL PROCEDURES”**. This ordinance had its First Reading on July 10, 2023. Summary: This ordinance 1) amends Section 40.22 of the City of Frankfort Code of Ordinances to lower the age requirement for Fire Department appointments from nineteen to eighteen; and 2) amends Section 40.24 to a) redistribute the scoring percentages for Fire Department promotional examinations by raising the percentage assigned to performance assessment to 45% instead of 35%; b) delete the component percentage assigned to longevity, and instead assign one-half point for each year of service, up to 10 years, to be added to the total score; and c) change the promotional ineligibility for employees that have been suspended for three or more days within the previous 24 months to ineligibility for any suspension within the previous 24 months.

Attachments: Memo Section 40.22 and Memo Section 40.24, Ordinance  
Suggested Disposition: Receive and File; Adopt Ordinance

#### 2. Second Reading

**“AN ORDINANCE AMENDING CITY OF FRANKFORT CODE OF ORDINANCES SECTION 37.32 RELATED TO SALARY SCHEDULES AND PAY GRADE STRUCTURE”**. This ordinance had its First Reading on July 10, 2023. Summary: This ordinance amends City of Frankfort Code of Ordinances Section 37.32 to update “COF Salary Schedule” to 1) reflect the recently adopted cost of living increase; 2) move starting positions in several departments one pay band higher and remove a reclassification structure for those positions; 3) add new job titles and pay grades for a restructuring of the Finance Department; and 4) add job titles for a Risk Manager and a Transit Driver-Non CDL.

Attachments: Memo from HR, Memo from Finance, Ordinance, COF Salary Schedule 7/25/23, COF Salary Schedule 8/1/22  
Suggested Disposition: Receive and File; Adopt Ordinance

### 3. First Reading

**“AN ORDINANCE AMENDING SECTION 37.22 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO PAID PARENTAL LEAVE”.** Summary: This ordinance amends Section 37.22 of the City of Frankfort Code of Ordinances regarding paid parental leave to grant the leave only to those full-time employees who have successfully completed the trial period, and to provide that if an employee separates service for any reason other than retirement within 12 months of receiving leave, the amount of leave issued will be deducted from the employee's leave payout at time of termination.

Attachments: Ordinance

Suggested Disposition: Receive and File; Approve Ordinance for Second Reading

### 4. Surplus Order for Police Vehicles

The purpose of this memo is to request the surplus of one (1) 2008 Chevrolet Impala, two (2) 2009 Ford Crown Victoria, one (1) 2010 Ford Crown Victoria, one (1) 2013 Ford Interceptor Police Utility, one (1) 2016 Ford Interceptor Police Utility, and one (1) 2006 Dodge Sprinter Cargo Van and authorize the Mayor to sign all related documents. Six of the vehicles will be sold by electronic auction and the 2006 Dodge Sprinter Cargo Van will be traded to L&W Outfitters for \$16,812.36 in credit toward the up-fitting of a new patrol vehicle. The Police Department continues to maintain a quality fleet that will allow officers to fulfill their duties throughout their workday. Part of the maintenance to the fleet includes ridding the department, through surplus, of vehicles that become fiscally irresponsible to maintain. The vehicles in question have reached their service limit where it is not worth the city continuing the maintenance and upkeep. The budget impact would be minimal. FPD would not be paying to repair the vehicles and they would be removed from the city's insurance. Staff recommends approval for the surplus of one (1) 2008 Chevrolet Impala, two (2) 2009 Ford Crown Victoria, one (1) 2010 Ford Crown Victoria, one (1) 2013 Ford Interceptor Police Utility, one (1) 2016 Ford Interceptor Police Utility and allow them to be sold by electronic auction. Allow the 2006 Dodge Sprinter Cargo Van to be traded to L&W Outfitters for \$16,812.36 in credit toward the up-fitting of a new patrol vehicle. The surplus is in accordance with KRS 424.130(1)(b).

Attachments: Memo, Photos of Vehicles, L & W Trade In Credit Estimate, Order

Suggested Disposition: Receive and File; Adopt Order

### 5. Contract Amendment to Professional Service Agreement with Brandstetter Carroll for New Fire Station

Attachments: Memo, Contract Amendment

Suggested Disposition: Receive and File; Approve

### 6. Pay Increase Approval for Police, Fire, Public Works, Finance and Sewer

Attachments: Spreadsheet

Suggested Disposition: Receive and File; Approve

### 7. Agreement between the City of Frankfort and the Commonwealth of Kentucky Department of Transportation Road Project on US 127 Project 5-586- The Paddocks Development

Attachments: Memo, Agreement, Tax Analysis and Spreadsheets

Suggested Disposition: Receive and File; Approve

## UNFINISHED BUSINESS

## NEW BUSINESS

## EXECUTIVE SESSION

**EXECUTIVE SESSION KRS 61.810(1)(c), LITIGATION “TO DISCUSS PENDING LITIGATION AGAINST THE CITY BY KYLE THOMPSON AND LYNN AUBREY, AND PROPOSED MEDIATION INVOLVING A CONSTRUCTION DISPUTE”. ACTION MAY BE TAKEN IN OPEN SESSION.**

## ADJOURNMENT