

NOTICE

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on October 23, 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.



AGENDA

REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500
www.frankfort.ky.gov
www.facebook.com/CityofFrankfortKY

October 23, 2023
5:00 PM

INVOCATION

Father Peter Doddema – Church of Ascension

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL & RECOGNITION

City of Frankfort Citizens Fire Academy Graduation

Congratulations to Erica Settelen, Thomas True, Karen O'Connell, Benjamin O'Connell, Ava Kyle, Matthew Richardson, David Hughes, Britton Franklin, Elizabeth Paul, John Paul, Larry Totten, Katrisha Waldrige, Calvin Montgomery, Callie Shouse and Jordon Smith-Willis

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 – Work Session, September 11, 2023; Special Meeting, September 14, 2023; Regular Meeting, September 25, 2023**
2. **Emergency Shelter Certifications for Local Non-Profits – Grants**

Staff requests Board of Commissioners approval for the Mayor to sign the Certification of Approval for local non-profits for the Simon House and the East Main Shelter for their Kentucky Housing Corporation Emergency Solutions Grant for the Emergency Shelter Component. The grant application requires each non-profit applying for funds to receive approval from their local governments. The signed certifications are included in the grant documents. Ann Crowe, who is preparing the applications for the shelters has requested the Mayor sign the certifications. This item will help the City work toward two of the Strategic Plan goals: IDEA Values and Sustainability. There is no budget impact to the City. This certification does not require any match from local government.

Attachments: Memo, Certification

Suggested Disposition: Receive and File; Approve

3. **Authorization for the Mayor to sign a Memorandum of Understanding between the City of Frankfort and the Kentucky Office of Homeland Security (KOHS) to allow KOHS to utilize designated federal Homeland Security Grant Program funds to support the Kentucky Intelligence Fusion Center for FY2023.**

Attachments: Letter from Homeland Security, MOU

Suggested Disposition: Receive and File; Approve

4. New Police Vehicle Purchase – Police

The purpose of this memo is to request the purchase of one (1) 2022 Ford Edge SE AWD utilizing funds from the general fund, and to authorize the Mayor to sign all related documents. This vehicle will be purchased from Frankfort Ford through the state contract. The Police Department works to maintain the overall quality of the fleet vehicles. The City of Frankfort received an insurance payment of \$27,372.26 for a totaled patrol vehicle, and \$11,130.00 from the surplus of 3 vehicles. The 2022 Ford Edge SE AWD would serve as the replacement. The Police Department is asking that one (1) 2022 Ford Edge SE AWD be purchased at this time. Frankfort Ford was the only state contract holder able to provide a bid for a new 2022 Ford Edge SE AWD with a quote of \$30,000.00. The up fitting will be completed by L&W Emergency Equipment, through an approved state contract, and will be \$4,136.96. The total cost for one (1) vehicle is \$34,136.96. The vehicle, and up-fitting equipment, will be purchased through the general fund from account 100-43-56550. Staff recommends approval of the purchase of one (1) 2022 Ford Edge SE AWD from Frankfort Ford and allow L&W Emergency Equipment to upfit the vehicle.

Attachments: Memo, Quotes

Suggested Disposition: Receive and File; Approve

5. Police Responder Vehicle Purchase – Police

The purpose of this memo is to request the purchase of six (6) 2024 Ford F-150 Responders utilizing funds from the FY 2023-2024 budget, and to authorize the Mayor to sign all related documents. These vehicles will be purchased from Frankfort Ford through a state contract. The Police Department works to maintain the overall quality of the fleet vehicles. For fiscal year 2024, the Police Department budgeted \$400,000.00 to purchase new vehicles. Once the vehicles are up-fitted for patrol use, we would be able to purchase six (6) 2024 Ford F-150 Responders. The Frankfort Police Department explored the feasibility of purchasing hybrid Ford Utility Police Interceptors, but the orders are backed up to model year 2025. The Police Department is asking that six (6) 2024 Ford F-150 Responders be purchased at this time. Frankfort Ford was the only state contract holder to provide a bid for a new 2024 Ford F-150 Responder, with a quote of \$47,644.00 each. The up fitting will be completed by L&W Emergency Equipment, through a state contract, and will be \$15,115.34 each. The Watchguard camera system is purchased directly from the manufacturer, Motorola Solutions, for a total of \$3,900.00 each. Motorola Solutions is the sole source provider for the Watchguard camera system, and the Sole Source form has been completed for Finance. The total cost for six (6) up-fitted patrol vehicles is \$399,956.04. The vehicle, and up-fitting equipment, will be purchased through budgeted funds from account 530.90.56550. Staff recommends approval of the purchase of six (6) 2024 Ford F-150 Responders from Frankfort Ford, allow L&W Emergency Equipment to up-fit the vehicles, purchase the camera system from Motorola Solutions and to authorize the Mayor to sign all related documents.

Attachments: Memo, Quotes, Sole Source Form

Suggested Disposition: Receive and File; Approve

6. Acceptance of Road Salt Bid for 23-24 Fiscal Year – Public Works

The purpose of this memo is to request approval of purchasing road salt and/or Compass Minerals, up to the budgeted amount of \$225,000.00 as needed, and for the Mayor to sign all related documents. In August 2023, the City participated in the road salt auction through KACO/KLC. There were three bids as follows.

Morton Salt, Inc.	\$106.00 per ton
Compass Minerals	\$106.00 per ton
Magic Salt	\$106.75 per ton

The City proposes to accept the low bids of \$106.00 per ton with Morton Salt, Inc. and Compass Minerals and begin purchasing salt as needed. Funds in the amount of \$225,000.00.00 were budgeted in account 100.62.54335. Staff recommends approval to accept the bids from Morton Salt, Inc. and Compass Minerals and to purchase salt as needed in the amount of \$225,000.00.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

7. Farmers Market Lease Agreement

Attachments: Lease Agreement

Suggested Disposition: Receive and File; Approve

8.

Personnel Action	Employee	Department	Date	Position
Resignation	Justin Walker	Fire & EMS	10/15/23	Firefighter Authorize payout of accrued leave
Resignation	Wesley Marsh	PW/Streets	10/05/23	PW Tech
Resignation	Abigail Herald	E911	10/21/23	Telecommunicator
Appointment	Christopher Justice	PW/Garage	10/10/23	Mechanic
Appointment	Tyler Owens	Police	9/26/23	Patrol Officer
Appointment	Laura Marcos	Police	9/26/23	Detective
Appointment	Kayli Bridgewater	E911	10/17/23	Telecommunicator
Appointment	Lyndsey Harrod	E911	10/24/23	Telecommunicator
Appointment	Ricky Lynn	Police	10/10/23	Detective
Appointment	Keria Lockett	Police	11/01/23	Patrol Officer
Appointment	Gunner Albertson	Police	10/24/23	Patrol Officer
Appointment	Jonathan Fields	Police	10/24/23	Evidence and Property Control Specialist
Appointment	Rick Frank	Fire/EMS	10/24/23	Fire Training Officer – EMS

Attachments: Wesley Marsh letter of resignation; Abigail Herald letter of resignation
Suggested Disposition: Receive and File; Approve

BOARDS

1. **Architectural Review Board** -- Reappointment of Irma Johnson, expiring 9-12-26.

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

2. **Architectural Review Board** -- Reappointment of Brittany Sams, expiring 9-12-26.

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

3. **Architectural Review Board** -- Appointment of John C. Gilbert (filling vacant term - Construction), expiring 9-12-25.

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.

1. **Second Reading**

“AN ORDINANCE AMENDING SECTIONS 37.12, 37.13, 37.14 AND 37.21 OF THE CITY OF FRANKFORT CODE OF ORDINANCES REGARDING PAY-OUT OF HOLIDAY, COMPENSATORY, VACATION AND FIT-FOR-DUTY LEAVE UPON SEPARATION FROM CITY EMPLOYMENT”. This ordinance had its First Reading on September 25, 2023. Summary: This ordinance amends Sections 37.12, 37.13, 37.14 and 37.21 of the City of Frankfort Code of Ordinances to 1) only allow pay-out of holiday, compensatory, vacation and fit-for-duty leave upon separation from City employment other than retirement for employees who have worked at least five consecutive years for the City; and 2) delete outdated language regarding holiday and fit-for-duty leave.

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

2. First Reading

“AN ORDINANCE REZONING PROPERTY LOCATED ON WARSAW STREET WITH THE ADDRESS OF 521 WARSAW STREET, MORE SPECIFICALLY DESCRIBED AS PVA MAP NUMBER 061-44-06-017.00, FROM INDUSTRIAL COMMERCIAL DISTRICT (IC) TO LIMITED COMMERCIAL DISTRICT (CL)”. Summary: This ordinance approves a zone map amendment for the property with the address of 521 Warsaw Street more specifically described as PVA map Numbers 061-44-06-017.00, from Industrial Commercial District (IC) to Limited Commercial District (CL).

Attachments: Memo, Ordinance, Legal Description, Staff Report Reviewed by the Frankfort/Franklin County Planning Commission, Minutes from September 14, 2023, Planning Commission Meeting
Suggested Disposition: Receive and File; Approve Ordinance for Second Reading

3. Surplus Order for Solid Waste

The Division of Solid Waste has twelve trash can frames, eight ashtray frames and an air compressor to be declared surplus and to authorize the Mayor to sign all related documents. The Division of Solid Waste has twelve trash can frames and eight ashtray frames that had been used throughout downtown Frankfort since 1999. The needed replacement liners and trays are no longer cost effective to purchase and to procure; new frames have been purchased that use a lower cost and readily available replacements. The Division of Solid Waste also has an air compressor that has been used in the department since 2004. The compressor no longer builds the required air pressure needed for the tools in the department; replacement parts are no longer available due to the manufacturer no longer producing this model. A used replacement compressor from the garage is being used until a new one can be budgeted and purchased. Staff recommends that the twelve trash can frames, eight ashtray frames and an air compressor be declared surplus, and the Mayor sign all needed documents, then sold at online auction and the money returned to the General fund.

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

4. Surplus Order for Planning & Community Development

The Planning Department has a vehicle that needs to be declared surplus property. The Planning Department has a Jeep Grand Cherokee in poor condition with more than 100,000 miles. The department purchased a new vehicle for the fleet as approved in this year's budget and now need to surplus the 2006 Jeep Grand Cherokee. Staff recommends that the truck be declared surplus, the Mayor sign all related documents and be sold at online auction with the proceeds returning to the general fund.

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

5. Safe Haven Baby Box Contract and Resolution

“A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF FRANKFORT, KENTUCKY, ACCEPTING A DONATION FOR INSTALLATION OF A BABY BOX NEWBORN SAFETY DEVICE AT THE HOLMES STREET FIRE STATION”

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

6. Capital Expo Festival 2024 – Special Projects

To request authorization for the City of Frankfort to enter into a Memorandum of Understanding (MOU) agreement with the Capital Expo Festival for the 2024 Capital Expo Festival event and to authorize the Mayor to sign all related documents. Capital Expo Festival was established in 1973 by the Commonwealth of Kentucky to showcase artists, musicians, and festival foods from throughout the Commonwealth of Kentucky. In 1974, the festival was incorporated (May 9, 1974) encompassing a fully independent board as a 501(c)(3) not-for-profit entity ran by volunteers without compensation. The festival is self-sustaining, and proceeds are rolled over into the next year's festival. Historically, the Capital Expo Festival was held on the Capital Plaza grounds, the current site of Parcels B and C. After a 6-year hiatus, the Festival made its return to downtown Frankfort June 2-3, 2023, and was an overall success for the community. It plans to return again June 7-8, 2024.

The Capital Expo Festival had a successful return to Frankfort in 2023. The Festival utilized downtown Frankfort which presented a unique opportunity to showcase all the Capital Expo Festival has to offer alongside highlighting Frankfort's downtown. The Capital Expo Festival offers a weekend of activities to attract visitors from across the state and Frankfort residents to the downtown area, including kids' activities, live music, local artisans and fireworks, among others. The Festival also supports local nonprofit organizations with proceeds of the Capital Expo Festival Funnel Cake 5K going to nonprofit WeWannaPlay, Inc., to help young athletes in our Frankfort Community play high school sports. The 2024 event will again utilize the downtown Frankfort area, with specific activity areas to be determined. Expo organizers and city staff will work with downtown merchants and businesses to improve upon the 2023 event and ensure a mutually beneficial weekend for the entire community. Staff time from Emergency Management, Public Works, Parks and Recreation, and Special projects will be used to plan and implement the Event. Staff recommends approval. City staff across all departments reported no negative impacts from the 2023 event. The approval of the MOU will allow city staff and event volunteers to begin working immediately on a plan to ensure the event's success in the downtown area.

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

7. Update on Taylor Avenue Rockslide

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 MEDIATION". ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT