



CAPITAL OF KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner

Kyle Thompson, Commissioner

Leesa Unger, Commissioner

Katrisha Waldrige, Commissioner

10-22-21

**NOTICE
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, the following Meeting Notice is issued:

I, Layne Wilkerson hereby call a meeting of the Frankfort Board of Commissioners for Monday, October 25, 2021, at 5:00 p.m., via GoToMeeting. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. The Board of Commissioners will participate via GoToMeeting. The City will provide a central primary physical location for public viewing of the virtual meeting in the City Hall Commission Chamber, 315 West Second Street. **The Board of Commissioners will not be there in person, but the televisions in the Commission Chamber will be broadcasting the virtual meeting.**

Public comments will still be accepted for the meeting, by submitting a citizen comments form via the City of Frankfort Website – www.frankfort.ky.gov {Government > Board of Commissioners> Citizen Comments} by Monday, October 25 at 4:00 PM.

The virtual 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

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

www.frankfort.ky.gov
www.facebook.com/CityofFrankfortKY

October 25, 2021
5:00 PM

ROLL CALL

CITIZEN COMMENTS

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 13, 2021; Special Joint Meeting, September 16, 2021; Special Meeting, September 24, 2021; Regular Meeting, September 27, 2021.**
2. **Tourism Wayfinding Sign Purchase, Phase 2 – Public Works**

The City of Frankfort Public Works Department has been working with Frankfort Tourist Commission on Phase 2 of the Wayfinding sign project, to replace and install new brown wayfinding signs located along main arterials and collectors into Frankfort. These signs will be located on US 60, East-West Connector, US 420, KY151, Evergreen Road, US 460, Holmes Street, 2nd Street, East Main, Myrtle, and US 127. Some examples of the destinations represented on these signs are Josephine Sculpture Park, Capitol View Park, KY Vietnam Veteran Memorial, West Sixth Farm Brewery, Castle and Key, Glenss Creek Distilling, Benson Marina, Cove Spring Archery Park, Canoe KY, Fort Hill, Lakeview Park, Visitor Center, Salato Wildlife Education Center, Buffalo Trace Distillery, Juniper Hills Park, Capital City Museum and East Frankfort Park. Each entity will cover the cost of their respective signs, but the City is organizing the purchase and providing installation of these signs. The City advertised for bids for the signs, posts, and other materials needed. We received one bid from Decker Supply in the amount of \$33,216.42. Decker Supply will provide consistency in the product since they provided Phase 1 signage for this project. The City will initially cover the purchase total of \$33,216.42 and will be reimbursed \$18,737.47 for an overall budget impact of \$14,478.95. Funds are available in Municipal Aid account #535.00.51100. Staff recommends approval of purchase order for Decker Supply in the amount of **\$33,216.42**, and approval for the Mayor to sign any related documents.

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

3. **New Department Header on the City Website for Parks and Recreation – IT Department**

The City of Frankfort IT Department is seeking approval to purchase a new department header for the Parks and Recreation Department on the City website and to authorize the Mayor to sign all related documents. The City of Frankfort Parks and Recreation Dept. currently has a hosted site outside the City of Frankfort site and lacks the ability to make edits/changes necessary without consulting the third-party host managing the site. The site is also in need of visual upgrade to better work with the City's website. **A Budget Amendment will be required for purchase for \$3676.00 in Acct. #100-25-56551.** Staff recommends the Board of Commissioners approve the purchase of Civic Rec software.

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

4. Civic Rec Software for Parks and Recreation – IT Department

The City of Frankfort IT Department is seeking approval to purchase Civic Rec, a Parks and Recreation software and portal to automate interaction with citizens and to authorize the Mayor to sign all related documents. The City of Frankfort Parks and Recreation Dept. needs interactivity with the community for leagues, rentals, events, and notifications. Civic Rec automates all these processes as well as manage inventory, create reports, and many other Parks and Rec functions. There is also GIS integration to allow for geofencing to identify residents in planning and managing leagues, etc. **A Budget Amendment will be required for purchase for \$14963.00 in Acct. #100-25-56551.** Staff recommends the Board of Commissioners approve the purchase of Civic Rec software.

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

5. See Click Fix App and Portal – IT Department

The City of Frankfort IT Department is seeking approval to purchase See Click Fix, a citizen engagement tool to report issues in the community to the proper department and to authorize the Mayor to sign all related documents. The City of Frankfort has no interactive means for citizens to report issues in real-time. The See Click Fix app and portal will allow citizens the ability to report issues real time with an app, web portal, social media, or in person. **A Budget Amendment will be required for purchase for \$9976.83 in Acct. #100-25-56551.** Staff recommends the Board of Commissioners approve the purchase of See Click Fix app and portal.

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

6. Purchase of Freightliner 108SD Single Axle Dump Truck – Public Works/Street Department

The purpose of this agenda item is to seek Board of Commissioners approval to purchase one (1) Freightliner tandem chassis & Freightliners 108SD Single Axle Dump 2023MY, from KTS (KY Truck Sales) for the Streets Division and authorize the Mayor to sign any related documents. The Streets Division uses these dump trucks throughout the year for hauling material such as dirt or gravel to job sites or hauling debris from a work site. During the winter months these trucks are fitted with snowplows and are used for snow removal and spreading salt. The original quote, August 4, 2021, was good for 30 days, and by the time of the approval by the Board of Commissioners, September 27, 2021, the quote increased by \$3,900.00. This is a master agreement that locks in the base price, but the customization of this dump truck/snowplow varies based on current material costs. All Quotes are good for 30 days. With approval, the Streets Division will purchase a Freightliner Tandem Chassis & Freightliner 108SD Single Axle Dump 2023MY from KTS (KY Truck Sales). We have built in a 5% contingency due to variability of market. The total for the Chassis, & 10-gallon dump, plow, spreader, pintle hook etc. \$145,800.00 and paid from Municipal Aid account, 535.00.51100. This was an approved line item in the final FY22 budget. Staff recommends approving the State of KY contract tandem "Dump Contract" # 605-200000452 Freightliner tandem Chassis & Freightliner 108SD Single Axle Dump 2023MY and approve the Mayor to sign any related documents.

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

7. Purchase of 2022 F-250 Crew Cab – Public Works/Street Department

The purpose of this agenda item is to seek Board of Commissioners approval to purchase one (1) 2022 F-250 Crew Cab 160" WB and for the Mayor to sign any related documents. The Street division uses these pickup trucks throughout the year for hauling material & supplies to and from work sites throughout the city. With approval, from the Board of Commissioners, the Streets Division will purchase a 2022 F-250 Crew Cab 160" WB from Paul Miller Ford. The total for the truck \$36,513.00 and paid for from Municipal Aid account, 535.00.5110. This was an approved line item in the final FY22 budget. Staff recommends approving the State of KY contract #: MA 758 1800000180 – 2022 F-250 Crew Cab 160" WB and approve the Mayor to sign any related documents.

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

8. New 2021 Police Vehicle – Police

The purpose of this memo is to request the purchase of one (1) 2021 Ford Utility Police Interceptor patrol vehicle utilizing previously approved funds from FY 2021-2022 budget and authorize the Mayor to sign all related documents. This vehicle will be purchased from Crossroads Ford. The Police Department works to maintain the overall quality of the fleet vehicles. Two (2) new patrol vehicles are budgeted for FY 2021-2022. The Police Department is asking that one (1) 2021 Ford Utility Police Interceptor be purchased at this time. The funds to purchase the vehicle are included in the FY 2021-2022 budget. Crossroads Ford secured the bid (22021005-43) for FY2021-2022 with a unit cost of \$33,441.00, beating State Contract price by \$939.00. The up-fit will be completed by L&W Emergency Equipment, through approved state contracting, and will be \$18,202.36. The vehicles will be purchased and up-fitted through budgeted funds from account 530.90.56551. Staff recommends approving the purchase of this vehicle from Crossroads Ford and for it to be up-fitted by L&W Emergency Equipment.

Attachments: Memo, Bid, L & W Estimate
Suggested Disposition: Receive and File; Approve

9. New 2022 Police Vehicle – Police

The purpose of this memo is to request the purchase of one (1) 2022 Ford Utility Police Interceptor patrol vehicle utilizing previously approved funds from FY 2021-2022 budget and authorize the Mayor to sign all related documents. This vehicle will be purchased from Crossroads Ford. The Police Department works to maintain the overall quality of the fleet vehicles. Two (2) new patrol vehicles are budgeted for FY 2021-2022. The Police Department is asking that one (1) 2022 Ford Utility Police Interceptor be purchased at this time. The funds to purchase the vehicle are included in the FY 2021-2022 budget. Crossroads Ford secured the bid (22021006-43) for FY2021-2022 with a unit cost of \$33,441.00, beating State Contract price by \$939.00. The up-fit will be completed by L&W Emergency Equipment, through approved state contracting, and will be \$18,202.36. The vehicles will be purchased and up-fitted through budgeted funds from account 530.90.56551. Staff recommends approving the purchase of this vehicle from Crossroads Ford and for it to be up-fitted by L&W Emergency Equipment.

Attachments: Memo, Bid, L & W Estimate
Suggested Disposition: Receive and File; Approve

10. 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 FY2021.

Attachments: Letter from Homeland Security, MOU
Suggested Disposition: Receive and File; Approve

11. Contract Extension with Coyle & Associates– Sewer

The purpose of this memo is to recommend a contract extension of a Professional Services Agreement with Coyle & Associates for assistance with department projects in the absence of the Senior Engineer and Water Quality Engineer and to authorize the Mayor to sign all related documents. The plant has many projects that are either in construction, design or planning phase. Without a Water Quality Engineer this has made those projects to be distributed among department staff that have a full plate of projects themselves. Elizabeth Coyle has an extensive knowledge of the City and its policies, and she will be able to step in and help keep these projects to stay on schedule. She has worked with most of the engineering firms and contractors that are on these projects which will allow her to step in and work with everyone. Some of the projects were in the planning phase when she was still working for the City so her knowledge of these projects will help keep time at a minimum. We are requesting assistance in the form of 20 – 25 hours per week for the next few months. This will also allow time for Elizabeth to assist with the transition of the Deputy Director of Engineering and the Design Engineer. The budget impact will be minimal as the Department has not been paying the salary for a Water Quality Engineer. The other part that will help cover the cost is that Elizabeth does not require insurance nor does the City have to pay into the pension system for her services. Staff recommends that the Mayor and City Commission approve the Professional Services Agreement with Coyle & Associates. Once the Contract Extension is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of \$120,000.00 for a Professional Services Agreement with Coyle & Associates.

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

12.

Personnel Action	Employee	Department	Date	Position
Promotion	Brenda Rogers	PW/Transit	10/12/21	Transit Driver to Transit Foreman
Promotion	Scotty Manns	Sewer	10/12/21	Sewer Tech IV to Collection Construction Foreman
Promotion	Elizabeth Walker	Fire & EMS	10/26/21	Sergeant to Captain
Promotion	Casey Watts	Fire & EMS	10/26/21	Sergeant to Captain
Promotion	Josh Dunmire	Fire & EMS	10/26/21	Firefighter II to Sergeant
Promotion	Brandon Smither	Fire & EMS	10/26/21	Firefighter II to Sergeant
Promotion	Christian Brooker	Fire & EMS	10/26/21	Firefighter III to Sergeant
Promotion	Christopher Hostetter	Fire & EMS	10/26/21	Firefighter II to Sergeant
Appointment	Jermaine Jackson	Sewer	10/12/21	Plant Operator I
Appointment	Cameron Bingham	PW/Solid Waste	10/12/21	PW Tech I
Appointment	Levi Woodside	Sewer	10/26/21	Sewer Tech II
Appointment	Jared Meriwether	Sewer	10/26/21	Sewer Tech I
Resignation	James Carney	Police	10/11/21	Patrol Officer II Authorize payout of accrued leave
Retirement	David Newnam	Parks and Rec	10/31/21	Parks and Recreation Supervisor Authorize payout of accrued leave
Retirement	Eddie Haliburton	Sewer	10/31/21	Sewer Tech Authorize payout of accrued leave

Attachments: James Carney 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 FIXING THE RATE OF TAXATION FOR THE YEAR OF 2021 ON ALL TAXABLE CAPITAL OF DOMESTIC LIFE INSURANCE COMPANIES SUBJECT TO TAX AND LEVYING SAID TAX FOR ALL CITY PURPOSES”. This ordinance had its First Reading on September 27, 2021. Summary: That the 2021 City of Frankfort ad valorem tax rate is Five and Nine Tenths Cents (5.9 cents) on each One Hundred Dollars (\$100) valuation on taxable capital of domestic life insurance companies.

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

2. Second Reading

“AN ORDINANCE FIXING THE RATE OF TAXATION FOR THE YEAR 2022 ON ALL MOTOR VEHICLES AND LEVYING SAID TAX FOR ALL CITY PURPOSES”. This ordinance had its First Reading on September 27, 2021. Summary: This ordinance fixes the rate of taxation for the year 2022 at the sum of twenty-two and seven tenths cents on each one hundred dollars valuation on all motor vehicles subject to taxation in the City.

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

3. Second Reading

“AN ORDINANCE REZONING PROPERTY located on Holmes Street with the address of 207 Holmes Street, more specifically described as PVA map number 064-44-04-004.00, from Industrial Commercial District (IC) to Limited Commercial District (CL)”. This ordinance had its First Reading on September 27, 2021. Summary: This ordinance approves a zone map amendment for the property with the address of 207 Holmes Street more specifically described as PVA map Numbers 064-44-04-004.00, from Industrial Commercial District (IC) to Limited Commercial District (CL).

Attachments: Memo, Ordinance, Legal Description, Planning Commission Staff Report, Minutes from the August 12, 2021 Planning Commission Meeting (to be approved by PC 9/15/21)
Suggested Disposition: Receive and File; Adopt Ordinance

4. Yes Arts Addendum

Attachments: Addendum
Suggested Disposition: Receive and File; Approve

5. “A RESOLUTION DECLARING OCTOBER 2021 & OCTOBER 2022 AS BREAST CANCER AWARENESS MONTH”

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

6. “A RESOLUTION FOR 100% CLEAN RENEWABLE ELECTRICITY FOR CITY GOVERNMENT OPERATIONS BY 2026, 100% CLEAN ENERGY FOR CITY GOVERNMENT OPERATIONS BY 2030 AND 100% CLEAN RENEWABLE ELECTRICITY COMMUNITY-WIDE BY 2030”

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

7. City Hall Building ADA Accessibility from Second Street Proposed Scope and Cost Estimates

The purpose of this memorandum is to provide scope and estimated cost information concerning an expressed desire to provide Americans with Disabilities Act (ADA) accessibility to the City Hall entrances facing Second Street. The current Second Street TIGER project work involving Second Street in front of City Hall will result in a new sidewalk and landscaped areas. This would be an opportune time to make any desired accessibility changes to City Hall as this work could be accomplished concurrently with the Second Street TIGER project. The scope and estimated costs of ADA accessibility involving the front of City Hall are presented as follows (see attached drawing):

Area 1 - Frankfort Arts Door - Replace sidewalk, retaining wall and handrail; sidewalk is already at first floor level - \$26,000.00.

Area 2 - Front Steps - Replace front walk, steps, and handrails - \$24,000.00

Area 3 - Front Terrace and Door - Remove tiles and replace concrete deck, retaining wall and handrail - \$38,000.00. This does not include the costs for automating two sets of doors and actuation buttons. City Public Works staff is obtaining a cost for the automatic doors and the actuation buttons.

Area 4 - Planning Door - Remove tiles and replace concrete deck, retaining wall, steps, and handrail; existing sidewalk is approximately 6 inches below first floor level - \$12,000.00. This does not include the costs for flipping the door to open the opposite way for accessible access and actuation buttons. City Public Works staff is obtaining a cost for the automatic doors and the actuation buttons.

Area 5 - ADA Ramp - Construct ADA sidewalk from planned new sidewalk to tie-in to front deck (Area 3) and concrete deck (Area 4). The new irrigation system's water meter and electrical box will be in this front area of City Hall. \$42,000.00. The ramp would need to be approximately 36 feet long plus the landing. This would impact the existing tree (highlighted in yellow).

One option would be to proceed with Areas 3, 4 and 5 at an estimated construction cost, not including the automatic doors and actuation buttons, of \$92,000.00. If 10% engineering and contingency costs are added to the construction cost, the total estimated cost, not including the automatic doors and actuation buttons, is approximately \$102,000.00. If Areas 1 and 2 were added to the scope, the total construction cost, not including the automatic doors and actuation buttons, would be an estimated \$142,000.00. If 10% engineering and contingency costs are added to the construction cost, the total estimated cost, not including the automatic doors and actuation buttons, is approximately \$157,000.00. This proposed ADA accessibility work is outside of the Second Street TIGER project limits; therefore, this work, if pursued, would not be eligible for TIGER funding. City general funds could be used to pay for any, or all, of the approved scope items. **A budget amendment will be required if this project and the use of City funds are approved.**

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

8. Capital City Museum Surplus Order

The purpose of this agenda item is to seek Board of Commissioners approval for the Parks and Recreation Department to surplus items from the Capital City Museum and approval for the Mayor to sign any related documents. As the museum has concluded its renovation, completed 2020-21, several items have been identified as no longer needed. Some of these items are obsolete or do not suit the museum's current needs. The Museum Advisory Board, 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. Staff recommends approval of the surplus of items and the Mayor to sign any related documents.

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

9. Joint Economic Development Grant for Sports Tourism & Resolution – Grants

Staff requests permission to submit a joint application with the Franklin County Fiscal Court to the United States Economic Development Administration's grant program for American Rescue Plan Act, Travel, Tourism, and Outdoor Recreation for sports fields' improvements at Capitol View and Lakeview Parks and to authorize the Mayor to sign all related documents. The City of Frankfort and Franklin County Parks Departments have had a working relationship for many years hosting sports tournaments in our community. The recently approved master plan by the City of Frankfort and preliminary information from the master plan underway by Franklin County have both identified the opportunity for enhanced sports tourism through a collaborative effort. Both studies identify needed improvements at Lakeview Park and Capitol View Park to sports fields to attract more tournaments. The U.S. Economic Development Administration (EDA) has an opportunity for funding for projects which demonstrate a benefit to local economies through creating a regional destination tourism experience. This opportunity has been discussed by grant administrators for the City and County, local agencies involved in tourism and economic development, as well as national consultants and the director of our eight-state region of the EDA. All feel this would be a worthy project and EDA recommends we pursue a project, not to exceed, \$3,000,000.00. The project would work toward diamond ball field improvements in lighting and other needed components to begin attracting more and larger tournaments which would benefit our local economy. A project valued at \$3,000,000.00 would bring \$1,200,000.00 in federal funds each for improvements to Lakeview Park and Capitol View Park. The local match requirement is 20%, or \$300,000.00 each through cash and/or in-kind contributions although a higher match benefits the application and the amount of improvements which can be accomplished.

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

10. "AN EXECUTIVE ORDER REGARDING A WAIVER OF CERTAIN ALCOHOL LICENSE FEES IN THE CITY OF FRANKFORT FOR FISCAL YEAR ENDING JUNE 30, 2023"

Attachments: Executive Order
Suggested Disposition: Receive and File; Adopt Order

11. Tree Canopy Plan - Phase 1 – Parks

The purpose of this agenda item is to seek approval for the Parks Department to contract with Woodland Tree Care for the completion of Phase 1 of the Tree Canopy Plan and for the Mayor to sign any related documents. The tree plan was developed with a committee of city staff and experts to better the canopy on Frankfort's urban area. The plan has been broken down into six phases over the next three years. This will be the first phase of the plan. The canopy plan will be bid for each phase. Phase 1 had one submission from Woodland Tree Care. Staff has worked with this company and find them to be a reliable and knowledgeable company when it comes to tree care. Their safety regulations are also a plus when working with this type of project. Funds for this project are available in the Bluegrass Community Fund - The Frankfort Tree Planting Plan account (\$19,302.00) and the remaining amount will come from the Forestry budget (\$30,800.00). Please note that as we received only one (1) bid, staff has negotiated with the company regarding changes to some of the species listed in their bid. The company has confirmed in writing that these changes are acceptable (see attached email). Staff recommends approval.

Attachments: Memo, Bid Documentation
Suggested Disposition: Receive and File; Approve

NEW BUSINESS

UNFINISHED BUSINESS

ADJOURNMENT