

PRESENT:

Commissioner Kyle Thompson
Commissioner Leesa Unger
Commissioner Katrisha Waldrige
Commissioner Kelly May
Mayor Layne Wilkerson (5)

ABSENT: None (0)

Following roll call Mayor Wilkerson called the meeting to order. The invocation was given by Reverend Leslie Whitlock of First Corinthian Baptist Church. The Pledge of Allegiance was recited.

Ceremonial & Recognition

Commissioner Waldrige said what a great response by all agencies when the emergency call happened. Thank you to all of you for what you did and thankfully nothing actually happened. Congratulations to all local graduates who received scholarships and KSU students as well.

Commissioner Thompson agreed with Commissioner Waldrige there were several rough hours after that call was made. Thank you to all that risk your lives to protect us. Congratulations to all graduates, especially his daughter Olivia who will be attending U of L.

Citizen Comments

Adam Swiggert spoke about being a Simon House resident and being displaced. Remember every homeless person has a name.

It was moved by Commissioner May, seconded by Commissioner Unger, to go into Executive Session pursuant to KRS 61.810(1)(c), proposed litigation on behalf on the City and 61.810(1)(b) deliberations on the future acquisition of real property both related to condemnation for sewer easement acquisition. Action may be taken in open session. The motion was adopted by voice vote. The meeting went into closed session at 5:11 p.m.

It was moved by Commissioner Unger, seconded by Commissioner Waldrige, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 5:22 p.m.

“A RESOLUTION OF THE CITY OF FRANKFORT AUTHORIZING THE FILING OF CONDEMNATION ACTIONS IN ACCORDANCE WITH THE PROVISIONS OF THE EMINENT DOMAIN ACT OF KENTUCKY” was read by Mayor Wilkerson.

It was moved by Commissioner Waldrige, seconded by Commissioner May, that resolution be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The resolution was thereupon adopted (Resolution No. 9, 2023 Series).

Consent Calendar

1. Minutes – Work Session, April 10, 2023; Regular Meeting, April 24, 2023

2. Envisio Strategic Planning Reporting Recommendation – City Manager Dept.

Authorized the Mayor to sign a Master Agreement with Envisio for training and software for Strategic Planning reporting. This software will make reporting for staff much more streamlined and automatically create reports for the Board of Commissioners and the public. In 2021 after much input from the community with the Downtown Master Plan, Parks, Recreation and Historic Sites Plan, the Arts and Cultural Master Plan and various other plans, the City Commission created a Strategic Plan with four main focus areas: The Story of Frankfort, IDEA, Economic Development and Sustainability. Staff then met to determine how to help move the Strategic Plan forward and began tracking the successes and forward momentum. Staff currently utilizes a large Google spreadsheet with all areas of strategy, activities and tasks included. The spreadsheet is very cumbersome and it's often difficult to quickly see progress and to update. With this in mind staff began looking at various reporting software systems to determine if one would meet our needs, including Envisio and Civic Plus. Staff has determined that Envisio would best meet our needs, including ease of updating, engaging dashboard and simplicity in generating reports. The software would be designed for each reporting staff member to have their own dashboard to report their activities and can be accessed remotely. The software also generates reports in real time so staff, the Board of Commissioners or the public can see how strategies are moving forward. Members of the City Manager's Department met with Envisio representatives several times to negotiate a reduced price on a three year for service, software and training. The three-year contract will include a one-time set up fee of \$2,499.00 and an annual fee of \$17,500.00 for a total contract of \$54,999.00. Staff recommends authorization for the Mayor to sign all documents including a Master Agreement with Envisio for software and training related to Strategic Planning reporting.

3. Telephone Audit Services – Finance/IT

Authorized a payment to Spy Glass for an audit of the City's bills for cellphones and air cards and authorized the Mayor to sign the agreement. Spy Glass performed an audit on the City phones and Air Cards. This audit discovered an astounding \$85,149.00 in savings. These savings are an accumulation of eliminating lines no longer in use (surplus phones which were assigned during Covid), over charges, and unnecessary fees. This will result in ongoing yearly savings for the City. Spy Glass charges the client one year's savings for discoveries that are eliminated from the bill. Therefore, we request that the City pay Spy Glass a one-time payment of \$85,149.00. **This amount will be included in the upcoming budget amendment for the IT budget.** Staff recommends the Board of Commissioners approve to pay Spy Glass \$85,149.00 and authorize the Mayor to sign the agreement. Staff will work with Spy Glass to implement these savings and sell all surplus cell phones.

4. New Police Vehicle Purchase – Police

Authorized the purchase of one (1) 2023 Ford Explorer XLT 4x4 utilizing funds from insurance proceeds, and to authorize the Mayor to sign all related documents. This vehicle will be purchased from Frankfort Ford through a state contract. The Police Department works to maintain the overall quality of the fleet vehicles. The City of Frankfort received an insurance payment of \$47,447.03 for a totaled patrol vehicle and will receive an additional insurance payment of \$13,462.71 for the up-fitting. The 2023 Ford Explorer XLT 4x4 would serve as the replacement. The Police Department is asking that one (1) 2023 Ford Explorer XLT 4x4 be purchased at this time. Bids were obtained from all three state contract holders, and Frankfort Ford provided the lowest quote of \$41,099. The up-fitting will be completed by L&W Emergency Equipment, through an approved state contract, and will be \$5,233.20. The total cost for one (1) vehicle is \$46,332.20. The vehicle, and up-fitting equipment, will be purchased through the Capital Improvements fund from account 530.90.56551. Proceeds will be deposited into the Capital Improvements Account and payment will come from that same account. **A Budget Amendment will be presented in June.** Staff recommends approval to purchase one (1) 2023 Ford Explorer XLT 4x4 from Frankfort Ford and allow L&W Emergency Equipment to up-fit the vehicle. After the purchase is approved, Asst. Chief Napier will request the purchase orders and place an order for the vehicle through Frankfort Ford.

5. Amendment #1 – WWTP RAS Pump Replacement – Sewer

Authorized Amendment #1 in the amount of \$55,525.00 to the construction contract with Herrick Company to add replacement of the RAS Valves and for the Mayor to sign all related documents. Herrick Company was awarded the contract to replace the RAS pumps for the WWTP in January 2023. In completing the initial setup for the project, the valves that shut off process flow to the pumps, were found to be not working. These valves need to be replaced to allow for proper isolation of the pumps. In order to complete the project, Herrick will have to replace all of the RAS valves so that each pump can be safely removed. Herrick has provided an additional quote for the valves of \$55,525.00. Funds are available in account # 300.68.56555. Any additional funding will be taken from the Emergency Repairs line item. Staff recommends approval.

6. Riverview Park Bank Stabilization – Public Works

Authorized the acceptance of the FEMA disaster funding in the amount of \$268,000.00 with a \$30,000.00 City match to replace lost rip-rap from the riverbank at Riverview Park. Staff also asks the BOC to consider committing additional funding to provide a more complete and permanent solution. The City of Frankfort applied for Federal Emergency Management Agency (FEMA) Public Assistance program funding through Kentucky Emergency Management (KYEM) as a sub-recipient, after the flooding events in 2018 & 2021, to repair and stabilize the riverbank that was lost at Riverview Park. We were approved for in-kind repairs as well as hazard mitigation measures. The approved project was based on a benefit cost analysis and totaled \$298,000.00 with a 90%/10% cost share. These funds were budgeted in the Stormwater Account in the 2022-2023 fiscal year budget. In September 2022, the City entered a Professional Services Agreement with Hazen and Sawyer for design of the repairs and stabilization of the bank.

7. Roadway Restoration Contract Award – Public Works

Authorized an award of the 2023-2024 Unit Price Contract for Roadway Restoration, Bid No. 2222301-535 and authorized the Mayor to sign all related documents. This contract will cover the final asphalt repairs of utility cuts performed in the City streets as detailed in the City of Frankfort Right-of-Way Standard. In May 2020 the City of Frankfort adopted a revised Right-of-Way Standard that details how utility cuts will be repaired in the City streets and roads. The Standard specifies that the Utility Company will pour a concrete cap to finished grade and the City will perform the final repair. This method was chosen to ensure the City has control over the quality of the final asphalt repair. The total scope of work is unknown but an estimate for the fiscal year was developed for bidding purposes. The Contractor will be paid as work is completed throughout the remainder of 2023 based upon the unit prices listed in the bid documents. Utility companies shall reimburse the City 115% of all expenses associated with this contract for work related to excavations they perform in the City streets and roads. Payments will be made from account 535-00-51100. Once reimbursement is received from the Utility Companies account 535-00-51100 will be reimbursed 100%, the remaining 15% (administration fees) will be deposited into account 535-00-46300 for future resurfacing repairs. Only one bid proposal was received from Randle-Davies Construction Company LLC. The proposed budget for this work is \$300,000.00. If approved, funds will be available in account 535-00-51100. Staff recommends the award of this contract to Randle-Davies Construction Company LLC and for the Mayor to sign all related documents.

8. Request to Purchase Transit Center Furniture – Transit

Authorized the purchase of Transit Center office furniture from Schools In, LLC for the amount of \$100,656.00 and for the Mayor to sign any related documents. Transit received bids for the purchase Transit Center Office Furniture on April 12, 2023, Three bidders submitted pricing; the lowest bidder, Office 360, was deemed unresponsive. The bid submitted by Office 360 did not include all items that were requested, and two items submitted did not meet minimum technical specifications. The second lowest bidder, Schools In, LLC, submitted pricing for every item and all items met or exceeded minimum technical specifications.

The two (2) quotes that met specifications are as follows:

Schools In, LLC: \$100,656.00

Interior Design and Architecture: \$100,950.65

Transit requests to purchase the Transit Center furniture from the lowest bidder, Schools In, LLC. Funds for the purchase of the office furniture are available in the Transportation Improvement/Capital account #530-00-51100. The purchase would be 100% reimbursed with FY23 5311 grant funds provided through KYTC. Transit recommends approving the purchase of Transit Center office from Schools In, LLC of \$100,656.00.

9. The following miscellaneous and personnel items were presented

- Appointment of Kenton Bottoms in the Planning Department as Neighborhood Inspector, effective 5/9/23 (Planning).
- Appointment of Benji Clem in the Sewer Department as Plant Operator, effective 5/9/23 (Sewer).
- Appointment of Derek Cline in the PW/Solid Waste Department as Solid Waste Tech, effective 5/9/23 (PW/Solid Waste).
- Appointment of Josh Burnett in the PW/Solid Waste Department as Solid Waste Tech, effective 5/9/23 (PW/Solid Waste).
- Appointment of Antonio Grey in the PW/Streets Department as Streets Tech, effective 5/23/23 (PW/Streets).
- Appointment Tyler Garrett in the E911 Department as Telecommunicator I, effective 5/16/23 (E911).
- Retirement of Michael Hockensmith in the Parks and Recreation Department as Parks and Recreation Deputy Director and to authorize payout of accrued leave, effective 5/31/23 (Parks & Rec).
- Transfer of Daniel Kirk in the PW/Solid Waste Department from Sr. Tech Streets to Sr. Tech Solid Waste, effective 5/9/23 (PW/Solid Waste).
- Resignation of Amanda Livsey in the Fire/EMS Department as Firefighter II, effective 5/20/23 (Fire/EMS).
- Resignation of Michael Martin in the Police Department as Patrol Officer II and to authorize payout of accrued leave, effective 5/31/23 (Police).
- Resignation of Kim Wainscott in the Finance Department as License Fee Administrator and to authorize payout of accrued leave, effective 5/18/23 (Finance).

It was moved by Commissioner Unger, seconded by Commissioner Waldrige, that items of the Consent Agenda be adopted. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Action Items

1. Second Reading

“AN ORDINANCE ACCEPTING A PORTION OF WESTRIDGE DRIVE AS A PUBLIC STREET”. This ordinance had its First Reading on May 8, 2023. SUMMARY: This ordinance officially accepts the dedication of that portion of Westridge Drive between U.S. 127 South and Vandalay Drive for public use and maintenance.

It was moved by Commissioner May, seconded by Commissioner Waldrige, to adopt the ordinance. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The ordinance was thereupon adopted (Ordinance No. 11, 2023 Series).

2. "A RESOLUTION APPROVING AND AUTHORIZING AN ASSISTANCE AGREEMENT BETWEEN THE CITY OF FRANKFORT, KENTUCKY AND THE KENTUCKY INFRASTRUCTURE AUTHORITY TO PROVIDE UP TO \$3,884,100.00 OF LOAN FUNDS FOR WASTEWATER SYSTEM IMPROVEMENTS FOR THE FOLLOWING PROJECT: A23-012 WILLOW PUMP STATION FORCE MAIN REDIRECTION"

It was moved by Commissioner Waldrige, seconded by Commissioner May, to adopt the resolution. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The resolution was thereupon adopted (Resolution No. 10, 2023 Series).

3. "A RESOLUTION OF THE CITY OF FRANKFORT ACCEPTING GRANT TOWARDS THE MIAMI TRAIL PROJECT KIA LOAN NO. 22CWS012, APPROVING THE GRANT ASSISTANCE AGREEMENT, AUTHORIZING THE AMENDMENT OF THE CITY OF FRANKFORT'S ANNUAL BUDGET, AND AUTHORIZING A REPRESENTATIVE TO SIGN ALL RELATED DOCUMENTS"

It was moved by Commissioner Waldrige, seconded by Commissioner May, to adopt the resolution. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The resolution was thereupon adopted (Resolution No. 11, 2023 Series).

4. Fort Hill House Surplus Order

The purpose of this agenda item is to seek Board of Commissioners approval for the Parks Department to surplus as scrap the Fort Hill employee house and approval for the Mayor to sign any related documents. In 2022, the employee home at Fort Hill was vacated due to the employee living there resigning his position in the Parks Department. The home has been vacant since early in 2022. The Parks Department does not have any plans or wish to fill the home in the future. The Parks Department, in accordance and recommendations in the Parks Master Plan, plans to construct a small maintenance & storage facility at the location of the home. Staff had the structure appraised by Marshall Flynn on April 27, 2023. Mr. Flynn evaluated the home, and the current market value of this property would be less than \$1,000.00. Following the appraisal staff requests the Board of Commissioner approve the surplus of the home for scrap and the Mayor sign any related documents. Staff will make arrangements to surplus the item for scrap through the Finance Department.

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to adopt the order. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The order was thereupon adopted (Order No. 6, 2023 Series).

5. "A RESOLUTION PERMITTING REIMBURSEMENT OF ONE PERCENT (1%) OCCUPATIONAL TAX LICENSE FEE ON SALARIES ASSOCIATED WITH THE EXPANDING OPERATION OF INVESTORS HERITAGE LIFE INSURANCE COMPANY, OR ANY SUBSEQUENT ASSIGNEES OR APPROVED AFFILIATES THEREOF, PURSUANT TO KRS CHAPTER 154, SUBCHAPTER 32, AS PART OF ITS APPLICATION FOR INCENTIVES UNDER THE KENTUCKY BUSINESS INVESTMENT PROGRAM"

It was moved by Commissioner Waldrige, seconded by Commissioner May, to adopt the resolution. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The resolution was thereupon adopted (Resolution No. 12, 2023 Series).

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to have a five-minute recess. The question was put upon the motion and was adopted by voice vote. The meeting recessed at 7:41 p.m.

Mayor Wilkerson called the meeting back to order at 7:51 p.m. with all members present.

6. Fiscal Year 2024 Budget Decisions

• **Restore Necessary Travel**

It was moved by Commissioner Unger, seconded by Commissioner Waldrige, to restore necessary travel. \$6,000.00 for staff and \$8,500.00 for the Board of Commissioners. The question was put upon the motion and was adopted by voice vote.

• **KCDC Funding**

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to take this item from subsidies and have a separate line item. The question was put upon the motion and was adopted by voice vote.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to approve the funding amount of \$85,000.00. The question was put upon the motion and was adopted by voice vote. Note: Commissioner Thompson opposed the motion.

• **Simon House Funding**

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to table this item and have future discussions with the county. The question was put upon the motion and was adopted by voice vote.

• **Council on Aging Funding**

It was moved by Commissioner Waldrige, seconded by Commissioner May, to take this item from subsidies and have a separate line item. The question was put upon the motion and was adopted by voice vote.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to approve the funding amount of \$53,000.00. The question was put upon the motion and was adopted by voice vote.

• **Franklin County Humane Society Funding**

It was moved by Commissioner Unger, seconded by Commissioner Waldrige, to approve the funding amount of \$71,500.00 to maintain and stay at the same level as the county. The question was put upon the motion and was adopted by voice vote.

• **Invasive Species Funding**

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to table this item and see what the county does. The question was put upon the motion and was adopted by voice vote.

- **Maintain/Eliminate New Positions**

- **City Manager Budget**
 - **Assistant City Manager**

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to table this item. The question was put upon the motion and was adopted by voice vote.

- **Risk Manager**

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to approve the position. The question was put upon the motion and was adopted by voice vote.

- **Communications Specialist**

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to table this item. The question was put upon the motion and was adopted by voice vote.

- **Public Works Budget**
 - **PT Building Maintenance Employee**

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to table this item, look at the benefits and salary. The question was put upon the motion and motion failed.

It was moved by Mayor Wilkerson, seconded by Commissioner May, to have a placeholder in the budget for this position. The question was put upon the motion and was adopted by voice vote. Note: Commissioners Thompson and Waldrige opposed the motion.

- **New Community Policing Advocate**

It was moved by Commissioner Unger, seconded by Commissioner Waldrige, to approve the position. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

- **Economic Development Plan with Franklin County**

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to approve. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

- **Maintain/Reduce Lobbyist**

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to maintain the full year at the same rate. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

- **Hiring Freeze as of March 24th**

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to freeze all but Parks and Recreation as of March 24th indefinitely. Motion was rescinded.

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to amend the hiring freeze for Sewer indefinitely as of May 22nd. Motion was rescinded.

It was moved by Commissioner Thompson, seconded by Commissioner Unger, to table the hiring freeze for additional information from staff. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

- **No COLA**

It was moved by Commissioner Thompson, seconded by Commissioner Unger, to reject no COLA. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to have a 4% COLA instead of one amount. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson and Waldrige (2). Voting against the motion were Commissioners Unger, May and Mayor Wilkerson (3). Therefore, the motion failed.

- **No COLA For Commissioners Only**

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to approve. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

- **Capital Projects**

It was moved by Commissioner Unger, seconded by Commissioner May, to approve staff recommended projects. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Unger and May (2). Voting against the motion were Commissioners Thompson, Waldrige and Mayor Wilkerson (3). Therefore, the motion failed.

- To keep all current leases and grant purchases. Adopted by voice vote.
- Allow new vehicles that are leased to have an annual payment of \$75,000.00. Adopted by voice vote.
- Sanitation ASL for \$369,000.00. Adopted by voice vote.
- Sanitation 1 ton Flatbed for \$85,000.00. Adopted by voice vote.
- Approved \$400,000.00 for police cruisers and requested an analysis of hybrid vs. gas. Adopted by voice vote.
- All other items were approved except for staff recommended items. Adopted via voice vote.

- **Sanitation Fee**

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to have no fee at this time. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Thompson, Unger, Waldrige, May and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Unfinished Business

Commissioner Waldrige would like an update on Public Works hires for Solid Waste. Katie Beard, Director of Public Works, stated that hopefully by mid-June staffing levels will be better. Progress was made in the last week. Commissioner Waldrige thanked the Public Works staff and the follow-up.

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to reinstate all garbage services citywide immediately. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioner Thompson (1). Voting against the motion were Commissioners Unger, Waldrige, May and Mayor Wilkerson (4). Therefore, the motion failed.

New Business

Commissioner Waldrige is concerned that information regarding Solid Waste is not getting out to the public. Alerts should be done with the apps especially the Frankwaste App.

Commissioner Waldrige stated that the community is hurting due to so many young people committing suicide. Remember to reach out to your family and friends to check their mental health.

Commissioner Thompson stated that the Scott County Sherriff's Deputy that was shot tonight has passed. They did catch the suspect.

Commissioner Thompson said that Brooklyn Miles is transferring to the University of Kentucky.

It was moved by Commissioner Waldrige, seconded by Commissioner May, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 9:18 p.m.

Mayor

Attest:

City Clerk