

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 Jack Brewer, Retired United Methodist Pastor. The Pledge of Allegiance was recited.

**Ceremonial & Recognition**

Commissioner Waldrige congratulated Collier Higgs who was Valedictorian at Kentucky State University.

Commissioner Unger thanked the Police Department for the Flock Camera Forum, it was a good discussion. Also, thank you to Laura Hagg for her service as the City Manager.

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to move Consent item No. 6 - Memorandum of Agreement (MOA) for Frankfort Independent Schools Sports (Baseball, Softball, Tennis & Golf Teams) to Action Items. The question was put upon the motion and the motion was adopted by voice vote.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to move Consent item No. 11 - Annual Lease Renewal Agreement for Ann Street and Olive Street Between the Commonwealth of Kentucky and City of Frankfort to Action Items. The question was put upon the motion and the motion was adopted by voice vote.

**Consent Calendar**

**1. Minutes – Work Session, May 8, 2023; Special Meeting, May 15, 2023; Regular Meeting, May 22, 2023; Special Meeting, May 26, 2023; Special Meeting, May 31, 2023**

**2. Housing Authority of Frankfort 2022 PILOT Waiver Request – Finance**

Authorized the waiver of payment in Lieu of Taxes (PILOT) for 2022 for the Housing Authority of Frankfort and authorized 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 real property tax due the City would be approximately \$3,300.00 for 2022. The City of Frankfort received a formal letter, dated May 24, 2023, requesting a waiver of the payment in Lieu of Taxes (PILOT) and has done so 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 2022.

**3. Two Dump Truck Bodies with Salt Spreaders and Snowplows – Streets/Public Works**

Authorized the purchase and installation of two dump bodies with salt spreaders and snowplows for the recently purchased F550 cab and chassis trucks. In October 2022, the BOC approved the Street Department to purchase two F550 cab and chassis trucks. The dump bodies, salt spreaders and snowplows were not purchased with the truck due to the unknown timeframe for these trucks to be built and delivered. These trucks have now been built and now are awaiting the installation of the needed equipment. J Edinger and Son Inc. was chosen as the installer for the equipment due to the availability of the stainless-steel dump bodies and needed equipment, no other companies returned any quotes that met the required specifications. Sole source justification form and memo will be used for the purchase. Staff recommends that the Board of Commissioners approve the purchase and installation of two dump truck bodies with salt spreaders and snowplows from J Edinger and Son Inc. for a total cost of \$89,964.00. No budget impact will be made as funds were approved in FY22-23 in Municipal aid account # 535.00.5100.

**4. Agreement to Purchase Easements from HMN 127, LLC for Two Pump Stations – Home Depot & Poplar Creek – Sewer**

Authorized an agreement for the purchase of easements from HMN127, LLC (HMN) and for the Mayor to sign all related documents. The Frankfort Sewer Department is consolidating two pump stations, Home Depot and Poplar Creek, into one pump station to serve the Paddocks and the existing service area. The increased flow capacity requires a different discharge location than either existing location. FSD has completed negotiating an easement with HMN to construct a new force main across its properties for \$50,000. FSD has also agreed to reimburse HMN up to \$6,500 for legal and engineering expenses during negotiations. This project is in the Capitol Improvement Plans and will be allocated in the FY23-24 Budget. Staff recommends that the Mayor and Board of Commissioners approve the agreement with HMN127, LLC. Once the agreement is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount indicated in the agreement with HMN. The Easement will then be executed and recorded in the Franklin County Courthouse.

**5. Sewer Extension Contract with Moore Land Investments, LLC – Sewer**

Authorized a sewer extension contract with Moore Land Investments, LLC. The property is owned by Moore Land Investments LLC. The Moore Land Investments, LLC is the Developer and wishes to construct a sewer extension for the development of that property. The Developer proposes to install 921' of 8" PVC SDR 35 main line pipe and five new manholes. The owner has met all of the requirements of the Sewer Department for this sanitary sewer extension. Staff recommends the Board of Commissioners approve the sewer extension contract with Moore Land Investments, LLC. Once the Sewer Extension is approved, FSD will send a letter to KDOW for final approval from the State.

**6. MOVED TO ACTION ITEMS - Memorandum of Agreement (MOA) for Frankfort Independent Schools Sports (Baseball, Softball, Tennis & Golf Teams) – Parks**

**7. Memorandum of Agreement (MOA) for the Meagher Avenue Playground – Parks**

Authorized the Parks Department to enter into a Memorandum of Agreement (MOA) with the Frankfort Independent School Board (FIS) for the management and maintenance of the Meagher Ave. Playground off of Holmes Street and approval for the Mayor to sign any related documents. Frankfort Parks, Recreation and Historic Sites, the Holmes Street Neighborhood Association (now defunct), and Frankfort Independent Schools, went into an agreement in 2014 & 2015 to build a small park off of Meagher Ave. on FIS property. The property located at 205 Meagher Ave. was home to former athletics fields for the school system. The original plan was to put a 2–12-year-old playground, a 2–5-year-old smaller playground and a small picnic shelter. The Board of Commissioners approved funding for the 2–12-year-old playground and it was installed in 2015 by the Parks Department. Shortly after that the Holmes Street Neighborhood Association became defunct and they were to provide funding assistance for the rest of the project which never materialized. Since 2015, the Parks Department has been maintaining the playground and no new additions have been made.

Since 2015, we have had an agreement with FIS for the Parks Department to maintain the playground itself and FIS is to mow and trim the grass in the area. The agreement was included in an overall larger MOA with FIS for athletics in other parks. After review by the city and FIS, we have determined that it is best to remove the playground section of the larger MOA and have its own stand-alone MOA. Some changes and additions were made, mostly to the liability information. The city will cover the playground in its insurance policy and cover liability for use. With the approval of the MOA, the Parks Department will work with FIS to continue to provide this playground for the Holmes Street area. Staff recommends approval of the MOA and for the Mayor to sign any related documents.

#### **8. Uniform Bid Acceptance – Fire Department**

Authorized a two (2) Year contract with the Public Safety Store for the purchase of Fire Department Service Uniforms and authorized the Mayor to sign all related documents. The Fire Department contracts the uniform purchasing on a per item basis. This ensures the Fire Department and the City receive appropriate pricing discounts while improving standardization and customer service. Each member of the department is authorized to spend \$650.00 annually. Members order all daily uniform items and dress uniforms. Uniforms are ordered through an electronic account that is hosted and maintained by the contracted company. An invitation to bid was recently posted and the Public Safety Store was the lowest bid on 33 of 70 the items, the other 2 bidders split the remaining 37 items. Siegel's Uniform was the lowest bid on 16 of the 70 items and Galls was the lowest bidder on 21 of the 70 Items. Bid # 22222301-42 was published in accordance with current practices by the Finance Department and received three (3) qualified bids that meet bid specifications. The uniform bid consisted of 70 Items, some of which had multiple options, which ranged from daily service uniforms to our Class A dress uniform. After careful consideration of price review, customer service, and availability for each member to maintain self-ordering and management of their own account, it is my recommendation that we award a two (2) year uniform contract to The Public Safety Store. The Public Safety Store was chosen because they have the lowest bid on the most items. There will be no budget impact for this contract. All sworn personnel receive a \$650.00 uniform allowance annually that is budgeted for each fiscal year. Staff recommends the Board of Commissioners approve a two (2) Year contract with The Public Safety store for the purchase of Fire Department Service Uniforms and authorize the Mayor to sign all related documents.

#### **9. Transit Center/Parking Garage Project Conveying Driveway Easement Property from New Frankfort Development to the City of Frankfort**

Authorized the warranty deed for the Transit Center/Parking Garage Project. When New Frankfort Development agreed to donate to the City of Frankfort the necessary property to construct the Transit Center/Parking Garage project, they also designated an adjacent portion of Parcel B as an easement that would allow the driveway between the project and Mero Street to be constructed. The donated project property and the easement were defined in a revised Parcel B plat that was approved by the Board of Commissioners. As the design for the Transit Center/Parking Garage project has progressed, it has become apparent that the driveway easement must be designated as public right-of-way. The reason for this being that the donated project property is owned by the City and the driveway easement property is owned by New Frankfort Development which means that state fire codes would require a fire protection wall that would essentially close off the aforementioned driveway. In order to eliminate the requirement for a fire protection wall between two different property owners, the City approached New Frankfort Development to determine their interest in conveying the access driveway easement property to the City. This would allow the City to designate the access driveway as a public right-of-way. New Frankfort Development agreed. A warranty deed to convey the driveway easement from New Frankfort Development to the City is attached. The City Attorney has reviewed the warranty deed. Staff requests the Board of Commissioners approve this warranty deed at the June 26, 2023, regular meeting. This deed will not be recorded until a revised Parcel B plat reflecting these changes is approved.

#### **10. Quit-Claim Deed Conveying Property on Brown Ferry Road to the City of Frankfort – Planning**

#### **11. MOVED TO ACTION ITEMS - Annual Lease Renewal Agreement for Ann Street and Olive Street Between the Commonwealth of Kentucky and City of Frankfort**

#### **12. The following miscellaneous and personnel items were presented**

- Resignation of Rebecca Long in the Sewer Department as Administrative Aide and authorize payout of accrued leave, effective 6/15/23 (Sewer).
- Resignation of Samuel Hillard in the Fire/EMS Department as Fire Sergeant and authorize payout of accrued leave, effective 6/14/23 (Fire/EMS).
- Resignation of James Ball in the Fire/EMS Department as Firefighter, effective 5/26/23 (Fire/EMS).
- Transfer of James Stratton in the PW/Solid Waste Department from PW Tech Solid Waste to Transit Driver, effective 6/6/23 (PW/Solid Waste).
- Resignation of Josh Burnett in the PW/Solid Waste Department as PW Tech Solid Waste, effective 5/18/23 (PW/Solid Waste).
- Appointment of Brianna Monroe in the E911 Department as Telecommunicator I, effective 6/6/23 (E911).
- Appointment of Johnathan Wright in the PW/Solid Waste Department as PW Tech Solid Waste, effective 6/20/23 (PW/Solid Waste).
- Appointment of Sam Collins in the PW/Solid Waste Department as PW Tech Solid Waste, effective 6/27/23 (PW/Solid Waste).
- Appointment of Gavin Austin in the PW/Solid Waste Department as PW Tech Solid Waste, effective 6/27/23 (PW/Solid Waste).

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, 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.

#### **Boards**

##### **1. Human Rights Commission-** Appointment of John T. Opsata (filling vacant term), expiring 12-1-23.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to accept the Mayor's recommendation. 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.

##### **2. Housing Authority –** Appointment of Lawrence Martin Perry (filling vacant and expired term), expiring 1-29-27.

It was moved by Commissioner Thompson, seconded by Commissioner Unger, to accept the Mayor's recommendation. 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 APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR FISCAL YEAR 2023-2024”.**

This ordinance had its First Reading on June 12, 2023. Summary: This ordinance appropriates revenue to be received by the City of Frankfort for Fiscal Year 2023-24 in accordance with the budget submitted and hereby approved.

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. 12, 2023 Series).

## 2. Second Reading

“AN ORDINANCE AMENDING ORDINANCE NO. 9, 2022 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2022-2023”. This ordinance had its First Reading on June 12, 2023. Summary: This ordinance amends Ordinance No. 9, 2022 Series, appropriating the revenue to be received by the City for the Fiscal Year 2022-2023 by adding the following expenditures and transfers as noted:

- 1) General Fund-\$1,150,649 (aggregate total)
- 2) Transfers from General Fund-\$52,420 to Capital Improvements (aggregate total)
- 3) Capital Improvements-\$98,753 (aggregate total)

And by adding the following revenue and transfers as noted above:

- 1) General Fund-\$2,925,000 (aggregate total)
- 2) Capital Improvements-\$60,910 (aggregate total)

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. 13, 2023 Series).

## 3. Discussion of the Process and Procedures for Hiring a City Manager

It was moved by Commissioner Thompson to table the discussion. Motion failed for lack of a second.

Following a discussion, Kathy Fields, Human Resources Director, will send the City Manager job description and posting to the Board of Commissioners who may send comments for requested revisions. At the July Work Session there will be a vote on the job description and posting.

Commissioner Waldrige requested the resolution for the Mayor form of government be on the July Work Session under Action Items.

### Consent Item No. 6 – Moved to Action Items

#### Memorandum of Agreement (MOA) for Frankfort Independent Schools Sports (Baseball, Softball, Tennis & Golf Teams) – Parks

The purpose of this agenda item is to seek Board of Commissioners approval for the Parks Department to renew the Memorandum of Agreement (MOA) with the Frankfort Independent School Board (FIS) for field and facility usage for baseball, softball, golf and tennis and approval for the Mayor to sign any related documents. Frankfort Parks, Recreation and Historic Sites has a long history of partnering with local educational and non-profit youth athletic organizations to provide athletic facilities to these organizations that do not have athletic facilities of their own or adequate space. FIS does not have athletic facilities for these sports and are continuing to request use of Parks Department facilities. The Parks Department has been in contact and negotiations with the FIS and they agree with the attached MOA for use of fields and facilities. FIS will use Figg and Fannin Fields at Capitol View Park, and a softball field at Lakeview Park, and Juniper Hill Golf Course for the school's golf program. Also, part of the MOA is allowing parks access to the Panther Athletic Complex tennis courts for the use of the courts for park programming and community play. Scheduling will be coordinated with FIS and not interfere with FIS programming, which gets first priority of the tennis courts. With the approval of the MOA, the Parks Department will work FIS to provide the fields and facilities and provide services and assistance in accordance to the MOA. The parks advisory board has reviewed and approved this MOA. Approve the MOA and approve the Mayor to sign any related documents.

After a brief discussion, the Board of Commissioners requested that Shawn Pickens, Director of Parks and Recreation double check that Lakeview Park is an option with the potential changes and bring back to the July Work Session.

### Consent Item No. 11 – Moved to Action Items

#### Annual Lease Renewal Agreement for Ann Street and Olive Street Between the Commonwealth of Kentucky and City of Frankfort

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

### New Business

Commissioner Waldrige stated she would like to continue being the Kentucky State University representative and bring items back to the Board of Commissioners.

Commissioner Thompson requested that the Flock cameras and a discussion and usage of the stage for the July Work Session.

Commissioner Waldrige said that July 6<sup>th</sup> is Swim with a Purpose raising money for the Exum Pool at the Aquatic Center. Over \$176,000.00 has been raised so far.

It was moved by Commissioner May, seconded by Commissioner Waldrige, to go into Executive Session pursuant to KRS 61.810(1)(b), property, deliberations on the future acquisition of real property related to the implementation of the downtown master plan when publicity would be likely to affect the value, KRS 61.810(1)(c), litigation, discussions on proposed litigation on behalf of the city related to the local restaurant tax and KRS 61.810(1)(f), personnel, discussion of an employee's request for a hearing. Action may be taken in open session. The motion was adopted by voice vote. The meeting went into closed session at 5:54 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 7:08 p.m.

Mayor Wilkerson stated that no action will be taken.

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 7:09 p.m.

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Mayor

Attest:

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City Clerk