

PRESENT:

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

ABSENT: None (0)

Following roll call Mayor Wilkerson called the meeting to order. The Pledge of Allegiance was recited.

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.

Commissioner Thompson congratulated his daughter Olivia for winning Miss Franklin County.

Commissioner Waldrige wished all the Kings and Queens congratulations!

Citizen Comments

Richard Wilson spoke about traffic concerns on Equestrian Way and requested traffic calming devices.

Barry Harrod spoke about traffic concerns on Equestrian Way, he is involved in the HOA and handles all streetlights.

David Panaggio acts as the crime watch chair for the Silver Lake neighborhood and requests traffic control.

Brian Pelletier is the President of the Silver Lake HOA and stated that speeding has been an issue for a long time on Equestrian Way and would like to slow down the speed.

Following the citizens' comments regarding Equestrian Way, the Board of Commissioners held a brief discussion and directed staff to place on the August Work Session agenda.

Penny Peavler, Co-Interim City Manager, introduced Jason Taylor, Pat Madden and Tyler Wyles who are the development team for The Paddocks Development.

Consent Calendar

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

Authorized 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.

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

Authorized 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.

4. Contract Extension - Odor Control Annual Contract – Sewer

Authorized 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.

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

Authorized 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.

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

Authorized 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.

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

Authorized 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.

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

Authorized 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.

9. Workers Compensation Excess Coverage – HR

Authorized the renewal of the 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.

10. The following miscellaneous and personnel items were presented

- Appointment of Wesley Marsh in the Public Works/Streets Department as PW Tech, effective 7/05/23 (PW/Streets).
- Appointment of Ashley Coulter in the Parks and Recreation Department as Parks and Recreation Deputy Director, effective 7/11/23 (Parks & Rec).
- Retirement of Joel Dunmire in the Police Department as Police Lieutenant and authorize payout of accrued leave, effective 7/31/23 (Police).
- Retirement of Lynn Aubrey in the Police Department as Assistant Police Chief and authorize payout of accrued leave, effective 7/31/23 (Police).
- Retirement of Artie Stratton in the Police Department as Patrol Officer II and authorize payout of accrued leave, effective 7/31/23 (Police).
- Retirement of Travis Curtsinger in the Police Department as Police Captain and authorize payout of accrued leave, effective 7/31/23 (Police).
- Retirement of Liz Walker in the Fire Department as Fire Captain and authorize payout of accrued leave, effective 7/31/23 (Fire).
- Resignation of Jordan Lewis in the Police Department as Patrol Officer III and authorize payout of accrued leave, effective 7/04/23 (Police).
- Resignation of MyKaila Dean in E911 as Telecommunicator I and authorize payout of accrued leave, effective 7/05/23 (E911).
- Resignation of Hunter Smith in the Police Department as Patrol Officer II and authorize payout of accrued leave, effective 7/20/03 (Police).
- Resignation of Katie Beard in the Public Works Department as Public Works Director and authorize payout of accrued leave, effective 7/24/23 (Public Works).
- Promotion of Alex Cunningham in the Parks and Recreation Department to Parks and Recreation Deputy Director, effective 7/11/23 (Parks & Rec).
- Resignation of Laura Hagg in the City Manager Department as City Manager and authorize payout of accrued leave, effective 6/23/23 (City Manager).

It was moved by Commissioner May, 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.

Action Items

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.

It was moved by Commissioner Waldrige, seconded by Commissioner May, 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. 14, 2023 Series).

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.

It was moved by Commissioner Waldrige, seconded by Commissioner May, 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. 15, 2023 Series).

3. First Reading

“AN ORDINANCE AMENDING SECTION 37.22 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO PAID PARENTAL LEAVE” was presented, read and sponsored by Commissioner Unger. 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.

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).

It was moved by Commissioner May, seconded by Commissioner Waldrige, 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. 7, 2023 Series).

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

It was moved by Commissioner May, seconded by Commissioner Waldrige, to approve the contract amendment. 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.

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

Note: Increases are not to exceed \$800,000.00

It was moved by Commissioner May, seconded by Commissioner Waldrige, to approve the pay increases. 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.

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

It was moved by Commissioner Waldrige, seconded by Commissioner May, to approve the agreement. 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/ New Business

Commissioner Thompson requested that the resolution for the Mayor form of government be passed today.

Following a brief discussion, including that the citizens should petition to change the form of government, it was moved by Commissioner Thompson, seconded by Commissioner Waldrige, to adopt a resolution to change to the Mayor form of government. 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.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to post the City Manager position on 7/31/23 and post until filled. 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. (Check applications in 2 weeks / apply by 8/14/23).

Commissioner Waldrige requested a discussion about the Co-Interim City Managers splitting duties and would like to speak about Penny moving back to developments and Jason being a full interim City Manager at the August Work Session.

Commissioner Waldrige requested that Public Works look at the Taylor Avenue sidewalk which is falling apart (close to 630 Taylor).

It was moved by Commissioner Waldrige, seconded by Commissioner May, to go into Executive Session pursuant to 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. The motion was adopted by voice vote. The meeting went into closed session at 6:49 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner May, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 7:52 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to approve the mediation agreement with David Blanford. 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 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 7:55 p.m.

Mayor

Attest:

City Clerk