

**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, September 13, 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, September 13 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.

S/Layne Wilkerson
T/Mayor

WORK SESSION
FRANKFORT BOARD OF COMMISSIONERS

September 13, 2021
5:00 P.M. (EDT)

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

ABSENT: None (0)

Following roll call, Mayor Wilkerson called the Work Session to order.

Citizen Comments

City Clerk Chermie Maxwell read the following citizen's comment:

- Samantha Harris - The humane society is over capacity; can the city help?

Laura Hagg, City Manager, stated she would contact Ms. Harris for details and report back at the October work session.

Staff Reports

Rebecca Hall, Community Relations/Grants Manager, spoke about the applications for the TAP Grant for connectivity between Wilkinson River Trail and Cove Spring over Lewis Ferry. The TIGER Business Plan applications have been sent out. One business has been approved and received the aid. Scheduled meetings with business owners about advertising and community engagement are in the works.

Eric Cockley, Director of Planning and Community Development gave an update on the upcoming SC Design guidelines and the RFP is set to close on 9/29/21. Mr. Cockley is also working with the consultant for the Comprehensive Plan since the Franklin Co. Fiscal Court has members that want a full rewrite on the zoning ordinances as well. This will come back to the Board of Commissioners for approval.

Bobby Ripy, IT Director, would like permission to request a budget amendment at the voting meeting for SOPHOS, which reports on intrusion testing and manages threat response. The Board of Commissioners agreed without objection.

Discussion Items

Strand presentation on TIGER

Chase Wright with Strand gave an overview, project purpose, goals, project roles, schedules, and limits of the TIGER Grant project. Also, Mr. Wright spoke about the progress on Second Street and how they plan on incorporating other community initiatives relating to the project. A rendering on the completed project was shown.

Downtown Parking Study presentation

Eric Cockley, Director of Planning and Community Development introduced Dave Garza with Walker Consultants. Mr. Garza gave a presentation on the needs for the parking and operations of the garage. Evaluations of downtown parking, parking management, goals, forward looking study, study process, study area (CBD), supply and demand study, study on street spaces being used rather than off street parking, key study findings and recommendations. Staff will investigate the recommendations of the RFP and come back to the September or October meeting for Board of Commissioners approval.

Property Tax

Alicia Boyd, Finance Director, recommended the same rate as last year for real and personal property along with the motor vehicle tax and domestic insurance tax. Ms. Boyd requested the first reading of the Ordinance for real and personal property at the September voting meeting and the second reading at the October work session. The Board of Commissioners agreed without objection.

Shop Local Frankfort Gift Card Program

Blair Hecker, Project Manager for Community Engagement, presented an update on the previous gift card program. Ms. Hecker presented two (2) options for another program.

Option 1: Return funds to city general fund, use for other business mitigation plan efforts.

Option 2: Return funds to Shop Local Frankfort gift card program for a Buy One Get One Free (BOGO) program where the City awards gift card purchasers with a matching gift card of a specific value.

- The City defines the terms (gift card value- matching dollar for dollar or set amount)
- The City sets limits on how many bonus gifts a purchaser can receive
- The City has the option to set a "use by" date on the bonus gift cards to encourage spending

The Board of Commissioners directed staff to move forward with Option 2 and place on the September voting meeting agenda.

Tree Plan presentation

Shawn Pickens, Director of Parks and Recreation and Alex Cunningham, City Arborist presented the tree plan. The first phase is to improve the canopy in downtown. A tentative community meeting has been set for September 28. An RFP will go out for the tree planting and should be brought back for the Board of Commissioners approval at the October voting meeting.

501c3 Fund - Parks Foundation/Charitable Funds

Shawn Pickens, Director of Parks and Recreation and Jane Higgins with the Bluegrass Community Foundation gave a presentation on 501c3 Funding for Parks. Ms. Higgins gave several examples of funding. Following a discussion, the Board of Commissioners requested that staff bring this item back to the September voting meeting with changes to the MOU's as suggested.

Yes Arts Lease

Penny Peavler, Strategic Initiatives Consultant, spoke about a lease for Yes Arts in the former Frankfort Plant Board Building. *Yes Arts will* use the 1st Floor of the old Frankfort Plant Board Offices at City Hall to activate the Arts Masterplan that was adopted by the Board of Commissioners on March 22, 2021. Yes Arts will lease the space from the City for one-year for \$400/month to cover utilities and clean-up and site preparedness. The lease is renewable after one-year pending review. After a brief discussion, the Board of Commissioners requested that staff bring this item back to the September voting meeting.

Action Items

SkillBridge MOU

To authorize the Mayor to execute a Memorandum of Understanding (MOU) between the Office of the Under Secretary of Defense for Personnel and Readiness, U.S. Department of Defense (DoD) and the Frankfort Police Department (FPD) for the establishment of the SkillBridge program as part of recruitment for new officers and sign all related documents. This MOU is time sensitive due to the hiring process and training opportunities, therefore it requires action at the Work Session in September. FPD is always working to find quality applicants to fill the ranks of patrol officer. The DoD SkillBridge program is another resource that we can recruit, bringing applicants from our military bases located in Kentucky and other locations around the United States. The DoD SkillBridge is a program that encourages Service members to capitalize on training and development opportunities throughout their military career so that they may grow and develop as professionals fully capable of serving the Nation, both during their time in uniform and after their term of military service, as civilians. This MOU establishes parameters for the participation of transitioning Service members in to FPD's proposed SkillBridge Program. Service members who are within 180 days of separating from service and who have completed at least 180 days of service will be eligible for consideration. The Service members would still have to apply with FPD and participate in the standard hiring process, including state required phases and background checks. Once eligible and placed on the hiring list, FPD would be able to select the Service member to attend the academy. Another, more specific, MOU would be put in place in the near future to establish the type and duration of training. The Service member would continue to be enlisted with the military, including salary, while in FPD's SkillBridge program. The recommendation is to approve and authorize the Mayor to sign this MOU and all other related documents.

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 Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Discussion of Tentative Agenda

Commissioner Waldrige requested a COVID update and presentation from Emergency Management at the voting meeting.

Commissioner Thompson thanked the Frankfort Plant Board, staff and Penny Peavler for the September 11th discussion on Cable 10.

Commissioner Waldrige stated she reached out to the City Solicitor, City Manager and Human Resources regarding a Mental Health Day for city staff. She would like for the Board of Commissioners to consider. An order will be placed on the September voting meeting agenda.

Laura Hagg, City Manager, said thank you to Andy Faris, Building Maintenance Manager, for the updates on the old Frankfort Plant Board Building.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to go into Executive Session per KRS 61.810 (1)(c) litigation-potential litigation regarding past personnel actions. The motion was adopted by voice vote. The meeting went into closed session at 8:04 p.m.

It was moved by Commissioner May, seconded by Commissioner Unger, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 9:11 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to accept the four steps as recommended by the City Manager's memorandum:

- 1) A letter to them (and maintained in their personnel file) stating that if an involuntary demotion were to occur, it would be no greater than the promotional increase received.
- 2) A letter to their attorney stating what actions the BoC has decided to pursue.
- 3) Given the unique circumstances for public safety in Frankfort as the capital, provide a 3% pay increase to the Assistant Police Chiefs effective September 14 or 28.
- 4) Ensure that the comprehensive compensation review that will be undertaken will include the unique needs and concerns of public safety.

The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, May, Unger and Mayor Wilkerson (4). Those voting against the motion were none (0). The motion was thereupon adopted. *Note: Commissioner Thompson was absent due to audio problems.*

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 9:15 p.m.

Mayor

Attest:

City Clerk