

**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 27, 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 27 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

REGULAR MEETING
FRANKFORT BOARD OF COMMISSIONERS

September 27, 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 meeting to order.

Chermie Maxwell, City Clerk, read a letter from Tish Shade, President/CEO of the Frankfort Area Chamber of Commerce which requested for the Board of Commissioners to adopt an alcohol fee waiver to assist the restaurants and bars.

After a brief discussion the Board of Commissioners requested that staff bring this item to the October voting meeting.

Recognition

Mayor Wilkerson congratulated the Fire Chief, Wayne Briscoe, who was recently awarded the Fire Chief of the Year. The Mayor also mentioned a letter of commendation from Judge Shepard to our Police, Fire and EMS and acknowledged the Sewer Department for two letters from citizens recognizing their great work.

Commissioner Unger congratulated the FHS soccer team.

Commissioner Thompson congratulated the FHS boys soccer team for a great season and the great staff at the school.

Commissioner Waldrige offered her congratulations as well to the FHS boys soccer team. Promised that the Brooklyn Miles sign will be coming soon.

Consent Calendar

The following miscellaneous and personnel items were presented:

- Minutes – August 9, 2021 Work Session; August 23, 2021 Regular Meeting**
- Purchase of Freightliner tandem Chassis & Freightliner 108SD Single Axle Dump 2023MY - Public Works/Streets**

Authorized the purchase one (1) Freightliner tandem chassis & Freightliners 108SD Single Axle Dump 2023MY, from KTS (KY Truck Sales) for the Streets Division and authorized 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 snow plows and are used for snow removal and spreading salt. With approval, the Streets Division will purchase a Freightliner Tandem Chassis & Freightliner 108SD Single Axle Dump 2023MY from KTS (KY Truck Sales). The total for the Chassis, & 10 Galion dump, plow, spreader, pintle hook etc., \$134,949.00 and paid for from Municipal Aid account, 535.00.51100. This was an approved line item in the final FY22 budget. Staff recommends approval of the State of KY contract tandem "Dump Contract" # 605-2000000452 Freightliner tandem Chassis & Freightliner 108SD Single Axle Dump 2023MY and to authorize the Mayor to sign any related documents.

- Amendment 2 to HMB Easement and Surveying Professional Services Agreement (PSA) – Public Works**

Authorized Amendment No. 2, to add \$50,000.00 and to extend the Easement and Surveying PSA through July 31, 2022 and authorized the Mayor to sign all related documents. On July 21, 2020, the City of Frankfort entered a Professional Services Agreement with HMB Professional Engineers, Inc for easement and surveying services related to various projects on an as needed basis. The agreement included \$20,000.00 for Sewer Department projects. In September 2020, Public Works received approval to add \$30,000.00 for stormwater improvement projects. At this time we would like to add \$50,000.00 and extend the PSA through the current fiscal year. Public Works and the Frankfort Sewer Department often require topographical survey and easement services for capital improvement projects. There are several projects under consideration that HMB can begin survey work on immediately. This PSA will also be utilized by the Planning and Community Development Department for a plat related to the "Carpenter Farm" property and future home of the Franklin County Humane Society. Staff recommends the approval of Amendment No. 2 for HMB to provide Easement and Surveying Services for a total not to exceed \$50,000.00, and for the Mayor to sign all related documents. Funds are available in the respective Sewer, Public Works, and Planning budgets.

4. Professional Services Agreement- HMB- Franklin Meagher Stormwater Improvements Project Survey

Authorized a Professional Services Agreement with HMB Engineers in the amount of \$26,380 to provide surveying services for the Franklin Meagher Stormwater Improvements project, and for the Mayor to sign all related documents. The City of Frankfort accepted Kentucky Infrastructure Authority (KIA) funding for a project in the Franklin, Meagher and Willow Street areas, consisting of a Sanitary Sewer Improvements project as well as a Stormwater Improvements project. The Frankfort Sewer Department has completed their project and the remaining funds are dedicated to completing Stormwater Improvements in the project area. The next step is to complete survey field work and easement exhibits as required. The City of Frankfort Public Works Department will implement this project to relieve flooding in yards and streets in the Franklin, Meagher, Willow Street area in the Holmes Street Subdivision. It will also help address a problem of backflow of stormwater into the Willow Street sanitary sewer pump station through the Combined Sewer Overflow (CSO). A preliminary Storm Sewer System route has been identified by our engineers and now it is necessary to collect field data including topographic and boundary survey.

The City, in accordance with KRS 45A.70(3) and KRS 45A.750(1), entered into negotiations with HMB, a consultant that we have an established working relationship with, and has provided Engineering Design services on other phases of the project. We issued an RFP with a detailed scope of work, and received a proposal from HMB to provide the surveying services for the Franklin Meagher Stormwater Improvements project for an amount not to exceed \$26,380.00. As shown on the attached proposal, this includes surveying and easements as needed for the project. Funds are available and the project budgeted for in the Stormwater Improvements account, 735.00.51100. The account will be reimbursed by the funds from the KIA loan. Staff recommends approval of a Professional Services Agreement in the amount of \$26,380.00 for surveying services related to the Franklin Meagher Stormwater Improvements project, and for the Mayor to sign all related documents.

5. Maintenance Garage Roof Restoration Bid Award – Brazos Urethane Inc. – Public Works

Authorized the Maintenance Garage Roof Restoration bid proposal from Brazos Urethane Inc. (Brazos) and authorized the Mayor to sign all related documents. On August 26, 2021 the Public Works Department advertised the Maintenance Garage Roof Restoration bid package (Bid No. 202101-63). After a mandatory pre-bid meeting on September 7, 2021, one bid proposal was received from Brazos (attached). The proposal contains two alternatives, one for all restoration work and a 10 year warranty, and one for all restoration work and a 15 year warranty. The lump sum bid amounts are shown in the table below. Both alternatives include the same repairs: furnish and apply new fluid applied roof-coating system including roof flashings, preparation of existing roof, incidental metal work, inspect/repair/replace existing gutters and downspouts, and installation of gutter guards.

Lump Sum Proposal

Bid Alternative #1 – 10 year Warranty	\$54,893.00
Bid Alternative #2 – 15 year Warranty	\$59,131.00

The approved budget for FY2022 includes \$40,000.00 from Capital Improvements Fund (530.90.56551) to fund the work performed under this contract. **Note; a budget amendment will be required for the difference.** Public Works recommends approval of the contract with Brazos for Bid Alternative #2 – 15 year Warranty for \$59,131.00 and for the Mayor to sign all related documents.

6. 2021 KLC Liability Insurance Grant – Grants

Authorized staff to apply for Kentucky League of Cities Liability Grant funds in the amount of \$3,000.00 and for the Mayor to sign all related documents. The Kentucky League of Cities currently has grant funds available to cities to utilize to address Safety and Liability issues. Since the City of Frankfort has only liability insurance through the League of Cities, we can only apply for items that address safety of the public or liability issues. The grant requires a 50/50 match and the city can be reimbursed for up to \$3,000.00. This year the grant can only be utilized for specific items such as sidewalk repair, replacement of playground equipment/rubber surface, vehicle back-up cameras and sewer backup equipment purchased during 2021. The grant has rotated to different departments over the years. We will determine which expenditures meet the requirements. These funds are only available to KLC members with Liability insurance through the League. The grant does require a 50/50 match however activities and equipment have already been planned for in the budget. This grant will help recoup up to \$3,000.00 for those expenses.

7. 2021 Litter Abatement Funds – Grants

Authorized the Mayor to sign a litter abatement agreement with the Kentucky Department for Environmental Protection's Division of Waste Management for 2021 Litter Abatement Program Grant Funding. The 2021 Litter Abatement Program request and agreement form opened in mid-September and in order to receive funds the City must enter into the agreement. The City is obligated to utilize the funding to clean litter along streets at least two times per year. The amount of litter abatement program grant funding is determined in accordance with KRS 224.43-505 and the total number of applicants applying for the grant. Frankfort's amount is typically \$14,000.00 to \$19,000.00. The Litter Abatement Program Grant Funding will help offset some costs of Public Works employees cleaning roadways and removing litter.

8. Rescue Tools Bid Acceptance – Fire

Authorized staff to accept a bid by High Tech Rescue, Inc. for the purchase of Genesis battery powered rescue tools and authorized the Mayor to sign all related documents. As an EMS agency, we are required under Kentucky Administrative Regulation to maintain rescue services. As with all other emergency equipment, this equipment is relied on heavily and often subject to enhancements in technology and other operational characteristics. Our current set of primary extrication tools are nearing 20 years old and needs replacement to maintain a state of operational readiness. During the development of the FY 22 budget, replacement of these tools are budgeted in account 100.42.56550 in the amount of \$35,000.00. An RFP, bid # 20202101-42, was published in accordance with current practices by the Finance Department and received one (1) qualified bid that meets bid specifications. The replacement tools will be 28v battery operated rescue spreaders, a telescopic ram, and rescue cutters. Each tool comes with 2 Batteries, six total, and one three bay charger. These tools are lighter, will not be hindered by hydraulic hoses, and offer increased operational capabilities. As noted, the Fire Department has budgeted funds in its current annual budget to purchase these items in account 100.42.56550 in the amount of \$35,000.00. The remaining \$250.00 will be covered from the same account from general equipment purchasing line. They are covered under a lifetime warranty and an annual service cost of \$450.00 annually. Staff recommends the Board of Commissioners approve the bid by High Tech Rescue, Inc. for the purchase of Genesis battery powered rescue tools and authorize the Mayor to sign all related documents.

9. Sophos Renewal – IT

Authorized for the IT Department's purchase to continue using Sophos MTR-EDR-Intercept X as the City's managed threat response, endpoint detection/protection, and email filtering software and authorized the Mayor to sign all related documents. The City of Frankfort IT Department currently utilizes Sophos MTR-EDR and Intercept X as its full suite of managed threat response and endpoint protection service. Central Email advanced is included in the software and provides solid email malware detection and intrusion protection. This product was purchased as a remediation effort following a cyber-incident in early 2021 and expires October 2021. This purchase includes services by Trace 3 to implement and upgrade as needed. This will be purchased under state contract pricing. A Budget Amendment will be required for purchase for \$44,320.65 from account #25-56551. Staff recommends the Board of Commissioners approve the purchase of Sophos MTR-EDR-Intercept X to continue using this product and services.

10. The following personnel items were presented:

- Appointment of Grace Disponette to the Police/E911 Department as Telecommunicator I, effective 9/14/21 (Police-E911).
- Appointment of Rebekah Clover to the Police/E911 Department as Telecommunicator I, effective 9/21/21 (Police-E911).
- Promotion of Josh McConnell in the Police Department from Patrol Officer II to Sergeant, effective 9/28/21 (Police).
- Transfer of Brandon Loman in the PW/Streets Department from Solid Waste Tech III to Streets Tech III, effective 9/14/21 (PW/Streets).
- Resignation of Laura Daum in the PW/Transit Department as Transit Driver and to authorize payout of accrued leave, effective 10/1/21 (PW/Transit).

It was moved by Commissioner Thompson, seconded by Commissioner May, that items of the Consent Agenda be adopted. All members being present, the motion to approve the consent agenda was adopted by voice vote without objection.

Boards

1. **Architectural Review Board (ARB)** - Reappointment of Jennifer Oberlin expiring 9-12-24 (representing Preservation).

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

2. **Architectural Review Board (ARB)** - Reappointment of Nicole Konkol expiring 9-12-24 (representing Historic Preservation).

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

3. **Frankfort Electric & Water Plant Board** - Appointment of Jason Delambre expiring 9-23-25.

It was moved by Commissioner May, seconded by Commissioner Waldrige, to table the appointment, would like more time to review the information from the Mayor. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige and May (2). Voting against the motion was Commissioner Thompson, Commissioner Unger and Mayor Wilkerson (3). Therefore the motion failed.

Mr. Delambre was on the call and was able to answer the Board of Commissioners questions.

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 Waldrige, Thompson, Unger and Mayor Wilkerson (4). Voting against the motion was Commissioner May (1). The motion was thereupon adopted.

It was moved by Commissioner Thompson, seconded by Commissioner Waldrige to take a recess. The motion was adopted by voice vote.

The Mayor called the meeting back to order with all members present.

Action Items

1. **Second Reading**

"AN ORDINANCE ESTABLISHING PROCEDURES FOR PERMITTING AND OPERATING COMMERCIAL QUADRICYCLE BUSINESSES WITHIN THE CITY OF FRANKFORT". This ordinance had its First Reading on August 23, 2021. Summary: This ordinance establishes a new Chapter 121 of the City of Frankfort Code of Ordinances establishing procedures for permitting and operating commercial quadricycle businesses within the City of Frankfort, including definitions; requirements for obtaining an operating permit; requirements for denial, suspension, and revocation of permits, including appeals; travel route requirements; safety and equipment standards; hours of operation; requirements for consumption of alcohol; operating requirements; and penalties for violating the provisions of the Chapter.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to adopt the ordinance. 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 Ordinance was thereupon adopted (Ordinance No. 18, 2021 Series).

2. **Second Reading**

"AN ORDINANCE AMENDING SECTION 37.31(E) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO PAY PLAN, CLASSIFICATION AND COMPENSATION". This ordinance had its First Reading on August 23, 2021. Summary: This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances relating to Pay Plan, Classification and Compensation to create the position of Community Policing Advocate.

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 Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 19, 2021 Series).

3. **First Reading**

"AN ORDINANCE FIXING THE RATE OF TAXATION FOR THE YEAR OF 2021 ON ALL REAL AND TANGIBLE PERSONAL PROPERTY SUBJECT TO TAX, PUBLIC SERVICE COMPANIES AND LEVYING SAID TAX FOR ALL CITY PURPOSES" was presented, read and sponsored by Commissioner Unger. Summary: That the 2021 City of Frankfort ad valorem tax rate is Nineteen and Six Tenths Cents (19.6 cents) on each One Hundred Dollars (\$100) valuation of all real and personal property; Nineteen and Six Tenths Cents (19.6 cents) on each One Hundred Dollars (\$100) valuation on public utilities and public service companies taxable on a franchise basis.

4. **First 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" was presented, read and sponsored by Commissioner Unger. 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.

5. **First Reading**

"AN ORDINANCE FIXING THE RATE OF TAXATION FOR THE YEAR 2022 ON ALL MOTOR VEHICLES AND LEVYING SAID TAX FOR ALL CITY PURPOSES" was presented, read and sponsored by Commissioner May. 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.

6. First 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)” was presented, read and sponsored by Commissioner May. 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).

7. 2021 Transportation Alternative Program Grant & Resolution – Grants

The application for 2021 Transportation Alternative Program (TAP) Grants was recently opened by the Transportation Cabinet's Office of Local Programs. TAP funding focuses on non-vehicular or alternative transportation such as pedestrian crossings, bicycle lanes and other safety issues. Staff would like to request authorization to apply for TAP funding for the implementation of a trail connecting the Wilkinson River Walk Trail and Cove Spring Park and to authorize the Mayor to sign all related documents. Representatives from Walk/Bike Frankfort approached the City in December, 2018 to inquire about installing a trail across Lewis Ferry to connect the existing Wilkinson River Walk Trail to Cove Spring Park. At the time there were no funds available to implement this trail plan. The Transportation Cabinet has now opened a limited TAP funding round and staff would like to apply for this project for an amount not to exceed \$350,000.00. The City is required to provide a 20% match which would be \$70,000.00. The match can be made up of cash or in-kind services.

It was moved by Commissioner Unger, 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 Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 14, 2021 Series).

8. REMOVED

9. 245 West Main – Grant Contract Amendment – Grants

Staff requests an amendment to the contract between 245 West Main LLC and the city regarding a Reinvestment Grant awarded to the property in 2019 and for the Mayor to sign any related documents. The original contract includes the restoration of the building façade including replacing all windows. The current owner and member of 245 West Main LLC, Ben Hardin, would like to leave some of the windows uninstalled in order to move materials through the openings for interior work. The windows have been purchased and are on site and staff wishes to amend the agreement to state windows must be purchased and on site to be installed at a later date when interior work is completed. Mr. Hardin would also like to extend the date of project completion to December 31, 2021. Members of city staff including the City Attorney, Grants Manager, Senior Community Planner and the Building Inspector have met and are in agreement with this amendment. There will be no budget impact. This \$100,000.00 is already in the current budget.

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

10. Shop Local Frankfort Gift Card Program

In March 2021, the City of Frankfort launched the Shop Local Frankfort gift card program and invested \$100,000 for 4,000 free \$25 gift cards. With the remaining unspent funds, staff is proposing to implement a BOGO bonus gift card campaign. The Shop Local Frankfort gift card program is run through the online platform Yiftee, Any customer-based business with 50 employees or less, majority locally owned, and located within city limits was eligible to participate in the program at no cost to the business. Customers may purchase gift cards at any time and in any amount through an online platform. As part of the comprehensive COVID-19 business assistance plan, the Board of Commissioners voted to allocate \$100,000 to the Shop Local Frankfort program in the form of 4,000 individual \$25 gift cards that were distributed through a free online giveaway. Recipients had 4 months to utilize free gift cards, with an expiration date of June 30, 2021. 72% of the gift cards were redeemed, which returned a balance of \$27,788. The Board of Commissioners discussed how to reallocate funds to the Shop Local Frankfort gift card program at its September work session. Based on that discussion, the following is proposed:

The City of Frankfort will enter into an agreement with Yiftee to implement a BOGO (buy one get one) Campaign. This campaign will consist of the City of Frankfort investing the remaining unspent Shop Local Frankfort giveaway funds into the campaign budget for a specific price point campaign. The terms of this campaign are for every \$25 or more purchase, purchasers will receive a free \$25 gift card. There is a limit of one bonus gift card per purchaser, and bonus gift cards have an expiration date of April 1, 2022. There are no delivery fees to the purchaser for the bonus gift card. At the conclusion of the campaign, Yiftee returns the unused amount to the City, less restocking fee which is the lesser of 10% of the original bonus gift value or the remaining unused amount of the gift.

The remaining \$27,788 was already budgeted as part of the comprehensive COVID-19 relief plan. Staff makes the recommendation to allocate the remaining funds to the Shop Local Frankfort gift card program for this BOGO specific price point campaign. Once approval is given, campaign can begin October 1, 2021.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to approve the program. 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.

11. 501c3 Fund - Parks Foundation/Charitable Funds

The purpose of this agenda item is to seek commission approval to create a 501c3 Foundation and Charitable Fund through the Bluegrass Community Foundation out of Lexington and to authorize the Mayor to sign all related documents. The Parks Director as well as the Parks Advisory Board has identified the need to form a 501c3 Foundation to be able to best accept donations and gifts from local businesses, corporations, private individuals, etc. The newly adopted comprehensive parks master plan also identifies and recommends the formation of a foundation to help meet the end goal of the master plan. Discussions and planning has been ongoing for several months with Parks staff, the City Manager, the Parks Advisory Board, Penny Peavler and members of Brandstetter Carroll while completing the master plan. As part of the planning, a fund set up for the Frankfort Tree Planting Plan was also discussed and was agreed that it should be a separate fund as it is a specific project that is planned to take 3 years to complete once adopted by the city commission. The tree plan is set to begin soon, and this is a crucial step in preparing for the plan to begin.

The best course of action decided upon was to work with the Bluegrass Community Foundation out of Lexington to create and manage the foundation and assist with marketing, investments, and overall management of the foundation and its associated funds. This ensures that the foundation is handled legally, is managed properly by professionals in charitable foundations and funds, provides all the necessary and appropriate tax benefit information to the donor and the Community Foundation has ties to Frankfort / Franklin County. The foundation is planned to have 3 total funds, one being a non-endowed fund which will be a general fund for various projects. Donations can be received for Parks in general or for very specific park projects, programs, etc. The donor can put restrictions and direct where their donation goes or can donate for general use. The second fund will be an endowed fund, which is a more restricted fund and designed for donations to be invested over time and grants awarded from the fund to Parks from the interest earned, and the third fund is strictly for the Frankfort Tree Planting Plan use only. Staff recommends approval of the formation of the foundation / charitable funds through the Bluegrass Community Foundation.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to approve the 501c3 Fund. 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.

12. Yes Arts Lease

The purpose of this memorandum is to request use of 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 and to authorize the Mayor to sign all related documents. The space will be used in the following way:

Office Space for the Arts Masterplan Coordinator (Contract pending NEA grant award) and Yes Arts Consultant, shared Arts Classrooms (2-3) for work in wet and dry media for classes after school and in the summer for children and for adults in recovery. Classes are to be overseen and conducted by Yes Arts Storage Space for art making supplies and sink for cleaning up wet media Kitchen Area, Restrooms and Meeting Room. The vestibule of the space will be used to check in class participants. The lobby area will be used as a Board of Commissioners Art Gallery and will feature the work of class participants. This space could also be programmed by Yes Arts (Community, Youth, and Recovery) and the Public Art Program administered by Josephine Sculpture Park. 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. The Arts Masterplan was created to guide Frankfort's future investment in the arts and to leverage the private investment in Frankfort as the Public Art Capital of Kentucky, Yes Arts Classes, Josephine Sculpture Park, the Downtown Mural Program, and other initiatives which help demonstrate Frankfort's authenticity as a creative community. This investment in the arts will result in a positive impact on economic development and will result in a vibrant and thriving City. This initial step with the creation of a dedicated space, in a public building, for arts education, administration, and display helps the community deliver the Arts Masterplan goal of reflecting the people of Frankfort and delivering a vision for a creative city where all are welcome and included.

This action activates the following strategies of the Frankfort Arts Master Plan:

Strategy 1 - Hire an arts professional (on contract pending NEA grant funding) to be responsible for arts programming in Frankfort and provides them space to work in collaboration with the active, thriving arts ecosystem in Frankfort. Also Collaborates with community partners and marketing their arts and culture programming and exploring ways to partner on the programming.

Strategy 7 - Integrate artists into the everyday workflow of the City and deliver innovative, artist-driven place making projects to the community.

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, to approve the lease. 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.

13. Order – Mental Health Day

“An Order Proclaiming Friday, October 15, 2021 as a Holiday During Which the Public Offices of the City Shall Be Closed”.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to adopt the order. 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). Voting against the motion was Commissioner Thompson (1). The Order was thereupon adopted (Order No. 19, 2021 Series).

14. COVID Update from Emergency Management

Tommy Russell, Director of Emergency Management, gave a brief update on COVID numbers. Mr. Russell stated that there is now an employee testing portal and other COVID information available for employees.

New Business/Unfinished Business

Commissioner Thompson asked about the working group for the City/County Joint Meeting. Laura Hagg, City Manager, asked what is the goal of the working group? 3 City and 3 County members then form sub-committees? Mayor Wilkerson stated this would be a working group to decide the next steps only. The Mayor will speak to Judge Wells. Commissioner Waldrige stated she wanted to be nominated and the other Board of Commissioners expressed interest as well.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to go into Executive Session per KRS 61.810 (1)(b), deliberations on future acquisition of real property related to parks where publicity would likely affect the value of the property. The motion was adopted by voice vote. The meeting went into closed session at 7:55 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 8:13 p.m.

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 8:15 p.m.

Mayor

Attest:

City Clerk