

## AGENDA

REGULAR MEETING  
BOARD OF COMMISSIONERS  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500 ~ [www.frankfort.ky.gov](http://www.frankfort.ky.gov)

January 27, 2020  
5:00 PM

### INVOCATION

Dr. Marian Taylor - South Frankfort Presbyterian Church

### PLEDGE OF ALLEGIANCE

### ROLL CALL

**CITIZEN COMMENTS—PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES.**

#### **Presentations:**

Captain Kevin Mink, Officer in Charge, Lexington Medical Recruiting Station of the Army Medical Department (AMEDD) United States Army will make a presentation recognizing the City of Frankfort Fire Department for assistance during training.

#### **CONSENT CALENDAR**

Items on the Consent Calendar are considered by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

#### **1. Minutes - December 9, 2019 Work Session; December 16, 2019 Regular Meeting**

<b>Attachments:</b>	<b>1. Minutes December 2019</b>
<b>Suggested Disposition:</b>	<b>Receive and File</b>
	<b>Approve</b>

**2. Franklin and Meagher Final balancing change order - Sewer**

The purpose of this memo is to approve Balancing Change Order #1 for Akins Excavating Company, Inc. to finalize the Franklin and Meagher Sanitary Sewer Rehabilitation Project and for the Mayor to sign all related documents. During this project there were several unknowns that have caused delays in the project. One of the biggest issues that was encountered was a sewer line that was running under a house and garage. Staff found an alternate route but was not able to secure an easement through that property. After all of the changes that were made due to the issues that were found the final cost of the project will be \$658,543.00. This is a reduction of \$16,912.00 from the original bid price. This change order is for a reduction of \$16,912.00 for the project. The total cost budgeted for this project is \$700,000.00 and the total cost of the project will now be \$658,543.00.

**Attachments:** 1. Memo Akins Balancing Change Order - Franklin Meagher  
2. Change Order1-Franklin Meagher Signed (003)

**Suggested Disposition:** Receive and File  
Approve

**3. Franklin and Meagher Time Extension with HMB - Sewer**

The purpose of this memo is to request approval of Amendment #2 to the Engineering Agreement with HMB for Engineering Services related to the completion of the Sewer Rehab for the Franklin and Meagher project and to authorize the Mayor to sign all related documents. The Frankfort Sewer Department entered into a Professional Services Agreement with HMB in February 2017 for design, construction administration and inspection services for the Franklin & Meagher project. During this project there were several unknowns that have caused delays in the project. One of the biggest issues that was encountered was a sewer line that was running under a house and garage. Staff found an alternate route but was not able to secure an easement through that property. The engineer requested the contractor to provide a cost for this change in service. The additional work has caused delays in the construction of the project and will require a time extension. The final completion date for construction is now November 28<sup>th</sup> and this amendment will add the additional time needed for the engineer to complete all aspects of the project. This extension will continue the contract until March 31, 2020 to allow HMB to complete the KIA loan documentation and all of the closeout documentation. This is only a time extension to the agreement. All Terms, Conditions and Compensation will remain the same.

**Attachments:** 1. Memo Amendment #2 with HMB for Franklin Meagher  
2. HMB Contract Extension Letter

**Suggested Disposition:** Receive and File  
Approve

**4. Kentucky Ave. Phase III Final balancing change order - Sewer**

The purpose of this memo is to recommend the approval of a balancing change order with Flynn Brothers Contracting, Inc. for Kentucky Avenue Interceptor Rehabilitation Phase 3 and authorize the Mayor to sign all related documents. The construction of the project has been completed and this change order is to complete the final totals for the entire project. The project had a few items that were adjusted to represent the actual quantities and also to list damage that was done by the contractor. The original contract was for \$1,257,810.00, but after the total deductions of \$70,203.67, the final contract price will be for \$1,187,606.33. This project was budgeted for in the sewer construction account and was funded under a Kentucky Infrastructure Authority (KIA) Loan. With the closeout of this project, all 3 phases of this project were completed at \$660,393.77 under the approved budget.

**Attachments:** 1. Memo Kentucky Avenue Balancing Change Order  
2. Kentucky Avenue Interceptor CO1

**Suggested Disposition:** Receive and File  
Approve

**5. Mowing Contract with T's Lawncare - Sewer**

The purpose of this memo is to recommend the approval of a Mowing contract with T's Lawn Care and authorize the Mayor to sign all related documents. The Sewer Department and Parks Department currently have several properties that they contract for mowing. A bid advertisement was issued for mowing services on December 8, and 4 responses were received December 18, 2019.

The Extended Bids are as follows:

Bid Tabulation Sheet			
City of Frankfort			
Project:	Parks & Sewer Mowing		
Bid Number: 219203-81	Date: December 18, 2019		
Bidders Name:	Amount	Local	Local Price
T's Lawn Care, LLC	\$33,975.00	Yes	\$32,276.25
Stans Lawn Care	\$38,950.00	No	
Leisure Lawn & Landscaping	\$32,300.00	No	
McClains	\$37,135.00	Yes	\$35,278.25

The contract is based on an estimated number of mowings per year so we would request a Purchase Order for \$35,000.00 in case there is a need for a couple extra rounds of mowing. Funding for this contract is budgeted with a budget of \$35,000.00 in Account No. 200.71.54390.

**Attachments:** 1. Memo Mowing Contract with T's Lawn Care  
2. 219203-81 Mowing Sewer Parks (Executed)  
3. Bid tab Sewer Parks Mowing  
4. Local Preference insert

**Suggested Disposition:** Receive and File  
Approve

**6. Payment of Yearly PVA Bill - Finance**

The purpose of this agenda item is to seek Commission approval to provide payment to the Franklin County Property Valuation Association for providing the City with Frankfort properties valuations for tax billing. The PVA provides the valuation of Frankfort homes to finance's billing company to produce yearly property tax bills. With approval, the Finance Department will provide payment to the Franklin County Property Valuation Association in the amount of \$40,000.00. The funds are available in account 100.50.53295.

**Attachments:** 1. Memo PVA payment  
**Suggested Disposition:** Receive and File  
Approve

**7. Aquatic Center Rate Changes 2020 - Parks**

The purpose of this memorandum is to provide the Parks Department's updated aquatic center rates for the 2020 season. The Parks Advisory Board unanimously approved the changes to the 2020 private aquatic center rental rates. Due to the popularity of aquatic center rentals the current rate is not accurately covering the cost of maintenance, chemicals and staffing for those extended hours. The Parks Advisory Board discussed all the current park rates and chose to keep most rates the same as the previous season, including the daily rates of the aquatic center. The daily rates were increased slightly last year. The only change would be to the aquatic center private party rentals. To help with the cost and staffing for the extended hours that many time service anywhere from 20 patrons, up to a party of 600. The current rate for a private pool party is \$425.00. The increase would set the new rate at \$475.00, for all parties under 400 patrons and any parties over 400 patrons will have a rate of \$600.00. The Department recommends these minor rate increases be approved to help with deficits maintaining the aquatic center, especially during private parties. Once these changes are approved the new rates will be implemented.

**Attachments:** 1. Memo Aquatic Center rates  
2. Parks regional comparison  
**Suggested Disposition:** Receive and File  
Approve

**8. NEA ArtWorks Grant - Grants**

Staff requests authorization to apply for 2020 National Endowment of the Arts (NEA) ArtWorks grant funds in the amount not to exceed \$100,000 for the implementation of sculptures and murals in downtown Frankfort and to authorize the Mayor to sign any related documents. The National Endowment for the Arts has grant funds available under their ArtWorks Program for various projects related to arts communities. The City would like to work with Josephine Sculpture Park and FrankArts to continue the partnership which recently installed sculptures and murals in downtown Frankfort. The project would include the installation of approximately three rotating sculptures and one permanent sculpture that would be located in the TIGER project area of Second Street. It would also include the installation of one large mural and several smaller murals possibly along the sidewalk or on utility boxes. The ArtWorks Grant does require a 1/1 match, making the local contribution \$50,000, however, \$7,000 of the match will be in-kind through local artists or property owner contributions. The remaining \$43,000.00 can be budgeted in FY2021 and FY2022, making the match \$21,500 for each budget cycle.

**Attachments:** 1. Memo 2021 NEA Grant Application  
**Suggested Disposition:** Receive and File  
Approve

**9. REMOVED - Right of Way Policy Update - Public Works**

**Attachments:** None  
**Suggested Disposition:**

**10. REMOVED - Solid Waste "Recollect" App Contract Approval - Public Works**

**Attachments:** None  
**Suggested Disposition:**

**11. Fire Gear Bid Acceptance - Fire**

The purpose of this memo is to recommend the Board of Commissioners accept a bid by America's Bravest Equipment for Two (2) year contract for the purchase of protective clothing for structural firefighting and authorize the Mayor to sign all related documents. An RFP, bid # 219002-42, was published in accordance to current practices by the Finance Department and received one (1) qualified bid that meets bid specifications. America's Bravest Equipment has had the current bid for structural protective gear and has offered excellent service and pricing. The bid is for a term of two (2) years and contains the option of 3 additional one (1) year contract extensions should the department wish to extend after year 2. As noted, the fire department budgets funds in each annual budget to purchase new or replace aging or non-serviceable gear and thus will not result in any additional budget impacts. The cost per set of structural protective gear is \$2,447.00.

**Attachments:** 1. Memo Gear Bid Acceptance  
2. Gear Bid Acceptance Contract  
**Suggested Disposition:** Receive and File  
Approve

**12. Budget Amendment - Replacement of Totaled Vehicles - Police**

Frankfort Police Department requests approval for \$66,923.58 to purchase 2 vehicles, including up-fitting and its corresponding expenditure appropriation to replace a 2014 and 2019 Ford Explorer and to authorize the Mayor to sign all related documents. During fall of 2019, the Police Department was involved in two (2) separate collisions where the officers were determined to not be at fault, but resulted in both police vehicles being totaled and not salvageable. In late 2016, the Police Department ordered two (2) 2017 Ford Explorer Interceptor Utility patrol vehicles. These vehicles were issued to the Patrol Captains and it was determined they would not need all the extra equipment usually installed in a patrol vehicle. They were given the stripe and light package every other marked patrol vehicle receives. Most of the equipment from the two (2) totaled vehicles is reusable and can be transferred to the 2017 Ford Explorers. The city published a request for bids and two were received, both unacceptable due to cost. The purchase price of two 2020 Ford Edges on state contract is \$29,579 each, for a total of \$59,158. These vehicles would be unmarked vehicles, purchased from Paul Miller Ford and up-fitted by L&W Emergency Equipment, with admin light packages. The up-fit cost would be \$2,932.79 per vehicle for a total of \$5,865.58. Total payout from the insurance company for the two totaled vehicles is \$44,547.53. The total cost of vehicle purchase and up-fitting at \$65,023.58 minus the insurance payout of \$44,547.53 will be \$20,476.05. The Police Department is asking for funding to transfer the reusable equipment from the totaled police vehicles to the 2017 Ford Explorers. The cost will be \$950.00 per vehicle for a total of \$1,900.00 and this work would be performed by L&W Emergency Equipment, through approved state contract. Reject the two (2) bids that were received and approve the budget amendment for \$66,923.58 and the purchase & up-fitting of the two (2) vehicles and the costs to transfer useable equipment to existing 2017 Explorers.

**Attachments:** 1. Memo Emergency Vehicle Purchase - Budget Amendment  
**Suggested Disposition:** Receive and File  
Approve

**13.**

Personnel Action	Employee	Department	Date	Position
Appointment	Lora Daum	PW/Transit	1/2/20	Transit Driver
Appointment	Jeffery Smith	PW/Transit	1/13/20	Transit Driver
Promotion	Trey Troxell	Planning and Community Development	1/7/20	PW Tech III to Neighborhood Inspector
Resignation	Anna Satterley	PW/Transit	1/31/20	Transit Driver

Permission to make up to two (2) conditional offers of employment and one (1) alternate conditional offer of employment for the position of Firefighter/EMT Recruit. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate. The final offers will bring staffing for hazardous duty employees to 83.

**Attachments:** 1. Anna Satterley letter of resignation  
**Suggested Disposition:** Receive and File  
Approve

## ACTION ITEMS

These are items where discussion is held by the City Commission. Items such as Ordinances, Orders and Resolutions are discussed under this section of the agenda. Public comments are not allowed except as authorized by the Mayor

### 1. First Reading

**"AN ORDINANCE REZONING PROPERTY LOCATED NEAR THE INTERSECTION OF DARBYSHIRE CIRCLE AND RIVER BEND ROAD WITH THE ADDRESS OF 101 DARBYSHIRE CIRCLE AND CONTAINING 0.85 ACRES, MORE SPECIFICALLY DESCRIBED AS PVA MAP #048-00-00-030.03, FROM PLANNED COMMERCIAL DISTRICT (PC) TO LOW DENSITY MULTIFAMILY DISTRICT (RL)".**

**SUMMARY: This ordinance approves a zone map amendment for the 0.85 acre property located at the intersection of Darbyshire Circle and River Bend Road with the address of 101 Darbyshire Circle more specifically described as PVA map #048-00-00-030.03, from Planned Commercial District (PC) to Low Density Multifamily District (RL).**

**Attachments:**

1. MEMO 101 Darbyshire Circle Zone Change
2. Ordinance 101 Darbyshire Circle Zone Map Amendment
3. Darbyshire legal description
4. Darbyshire Circle Zone Map Amendment
5. PC minutes 11-14-19 Darbyshire Circle

**Suggested Disposition:** Receive and File  
Adopt Ordinance

### 2. First Reading

**"AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.33 RELATING TO MAYOR AND COMMISSIONER SALARY RATES". Summary: This ordinance amends Section 37.33 of the City of Frankfort Code of Ordinances to reflect the salaries of City elected officials as of July 1, 2019 and clarify that salaries of City elected officials shall be annually adjusted by the lesser of the annual salary adjustment granted to City employees in Ordinance §37.38, or the increase in the consumer price index for the previous year as calculated by the Kentucky Department for Local Government.**

**Attachments:**

1. Memo BOC Salary Ordinance
2. Ordinance Amendment BOC Salary

**Suggested Disposition:** Receive and File  
Adopt Ordinance

**3. Local Foods, Local Places Plan Adoption & Resolution- Grants**

Staff requests the City Commission to adopt the Local Foods, Local Places (LFLP) Plan created by community through the efforts of the LFLP Federal Technical Assistance Team and the Local Steering Committee and to authorize the Mayor to sign all related documents. The City received Technical Assistance through the EPA's Local Foods, Local Places Program to increase economic opportunities for local farmers and businesses, give better access to healthy, local food, especially among disadvantaged groups and to revitalize downtown streets and neighborhoods. Through the guidance of the LFLP Technical Assistance Team a local Steering Committee was formed. They met on their own and met with the Technical Assistance Team on a total of five conference calls. The entire group met on September 24 and 25 for an on-site visit, tour, public meeting and workshop in Frankfort. Over 70 people participated in the public meeting and workshop. After the workshop the Steering Committee, along with additional interested citizens, continued to meet on their own and via conference call with the Technical Assistance Team to fine tune the plan goals and action items. Goals include 1) Determine a pathway to permanence for the Franklin County Farmers Market; 2) Establish food-related infrastructure and services to boost local economic-development; 3) Incorporate food into quality-of-life/place making initiatives to attract and retain residents and visitors; 4) Increase access to fresh, locally grown food through initiatives to facility individuals, businesses and institutions sourcing more of these foods.

**Attachments:** 1. Memo Local Foods Local Places  
2. Resolution 2020 Local Foods Local Places  
3. LFLP Frankfort\_Final Report

**Suggested Disposition:** Receive and File  
Adopt Resolution

**4. Renewal of Sustainable Strategies DC Contract for 2020 - City Manager & Grants**

**Attachments:** 1. Sustainable Strategies Grant List 2019  
2. Sustainable Strategies CBA Spreadsheet  
3. Sustainable Strategies Contract 2020

**Suggested Disposition:** Receive and File  
Approve

**5. Discussion of stage purchase - City Manager**

**Attachments:** 1. Stage Proposal  
2. Century Mobile Stages Price List

**Suggested Disposition:** Receive and File  
Approve

**6. Fort Hill/Leslie Morris Park Historic Designation**

**Attachments:** None

**Suggested Disposition:**



7. Discussion on City insurance agent of record change from Roeding Insurance Group to Chenault & Hoge Insurance. Action may be taken.

Attachments: None  
Suggested Disposition:

8. Discussion of Long Term Planning

Attachments: 1. Long-Term Planning (slides)  
2. Copy of Interactive Version LT Planning (1 21 20)  
3. Capital Plan\_citywide 1 22 2020  
Suggested Disposition:

#### **BOARDS**

1. Board of Ethics - Reappointment of Jim Ashcraft, for a term ending 12-31-22.

Attachments: 1. Jim Ashcraft - Mayor's letter of recommendation and resume  
Suggested Disposition: Receive and File  
Approve

#### **NEW BUSINESS**

#### **UNFINISHED BUSINESS**

**CITIZEN COMMENTS—PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES.**

#### **ADJOURNMENT**