

AGENDA

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

July 22, 2019
5:00 PM

INVOCATION

REV. GLENN SPAULDING - ST. JOHN A.M.E.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

CEREMONIAL ITEMS

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 Derrick Napier from Police Captain to Assistant Police Chief
- Police Department - Promotion of Lynn Aubrey from Police Captain to Assistant Police Chief
- Police Department - Promotion of Dusty Bowman from Police Lieutenant to Police Captain
- Police Department - Promotion of David Schroerlucke from Police Lieutenant to Police Captain
- Police Department - Promotion of Scott Morgan from Police Sergeant to Police Lieutenant
- Police Department - Promotion of Jon Fields from Police Sergeant to Police Lieutenant
- Police Department - Promotion of Ryan Belcher from Police Officer to Police Sergeant
- Police Department - Promotion of Tom Schmidt from Police Officer to Police Sergeant

Presentations:

Presentation of a Proclamation recognizing Mr. Charles "Charlie" Tippett

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 - June 10 & June 11, 2019 Special Meeting; June 10, 2019 Work Session; June 13, 2019 Special Meeting; June 20, 2019 Special Meeting; June 24, 2019 Regular Meeting

Attachments: 1. Minutes June 2019
Suggested Disposition: Receive and File
Approve

2. Vaughn and Melton Amendment #2 for Construction Services, Two-Way Main - Public Works
This memo is requesting approval of Amendment #2 to Vaughn and Melton's agreement for construction services for the conversion of West Main from one way to two way traffic and to authorize the Mayor to sign all related documents. In September 2016 an agreement was signed with Vaughn and Melton to provide engineering evaluation, construction plan and bid document preparation for a lump sum of \$45,240.00 and construction services at an hourly rate for the conversion of Two Way Main Street. The construction plans were bid and bids received were substantially higher than the engineer's estimate. In the following months the decision was made by the City to take the minimal approach to the conversion, meaning striping, signage and signalization changes would be made, but no curb and storm sewer reconstruction. In June 2019 an amendment to the agreement was approved in the amount of \$5,590 for Vaughn and Melton to revise the plans for striping, signage and Ann Street signalization. During construction, oversight will be provided by Vaughn and Melton. The estimate for desired services is \$3,680.00.

Attachments: 1. Memo Vaughn and Melton Amendment 2
2. Construction Services Amendment - Two Way W. Main St.
3. Vaughn & Melton Amendment 2
Suggested Disposition: Receive and File
Approve

3. Emergency Management Vehicle Purchase - EM
The purpose of this agenda item is to seek Commission approval to purchase one (1) new F250 crew cab pickup truck from Paul Miller Ford Lexington for Emergency Management and approval for the Mayor to sign any related documents. Emergency Management attempts to maintain a quality fleet for response to calls and disasters. The EM Department needs to upgrade one of our frontline vehicles due to age and mileage. The vehicle we are replacing should not be surplus, but is still in good enough condition to serve other City departments. With approval, EM will purchase a 2019 F250 crew cab Ford pickup truck for \$36,444.00 on state contract. The total for the vehicle will be \$36,444.00 and will be paid out of the Capital Project Funds (Transportation Improvement Account No. 530-00-51100).

Attachments: 1. EM quote Paul Miller Ford
Suggested Disposition: Receive and File
Approve

4. Bid Acceptance for Station 3 renovation - Fire

The purpose of this memo is to recommend the Board of Commissioners accept a bid by Stonehaven Construction for the renovation of station 3 for the construction of a second restroom and authorize the Mayor to sign all related documents. Adding an additional restroom at Station 3 has been in discussion since 2012. In 2014 monies were encumbered in two separate purchase orders – RG027688 and RG027687– totaling \$64,782. Funding for this project is available in two separate encumbered PO's from previous budget years – RG027688 and RG027687 totaling \$64,782.

Attachments:

1. Fire Restroom Bid - Additional information requested
2. Memo Bid Acceptance Station 3 renovation
3. Bid - Fire Station 3

Suggested Disposition: Receive and File
Approve

5. Vehicle Purchase 2019 Camry - Police

The purpose of this agenda item is to seek Commission approval to purchase one (1) new unmarked vehicle from Frankfort Toyota and approval for the Mayor to sign any related documents. The Police Department attempts to maintain a quality fleet for officers to respond to calls for service and investigations. The Criminal Investigations (CID) fleet of unmarked vehicles continues to need upgrading due to years of neglect. One of the vehicles to be put into surplus, due to mileage and repair costs, was assigned to CID. With approval, the Police Department will purchase a 2019 Toyota Camry for \$22,750.00 on state contract. The up-fit for the vehicle will be completed by L&W Emergency Equipment, through approved state contracting, for \$3,720.00. The total for the vehicle and up-fit will be \$26,470.00 and be paid for from Federal Asset Forfeiture account, 645.00.51100.

Attachments:

1. Memo 2019 Toyota Camry
2. LW 2019 Camry Upfit
3. Master Agreement 2019 Toyota Camry LE

Suggested Disposition: Receive and File
Approve

6. Vehicle Purchase 2020 Ford Explorer - Police

The purpose of this agenda item is to seek Commission approval to purchase one (1) new unmarked vehicle from Paul Miller Ford and approval for the Mayor to sign any related documents. The Police Department attempts to maintain a quality fleet for officers to respond to calls for service and investigations. The Criminal Investigations (CID) fleet of unmarked vehicles continues to need upgrading due to years of neglect. This vehicle will be added to the fleet to offset the deficit of vehicles caused by repair costs and mileage. With approval, the Police Department will purchase a 2020 Ford Explorer for \$31,322.00 on state contract. The up-fit for the vehicle will be completed by L&W Emergency Equipment, through approved state contracting, for \$4,768.72. The total for the vehicle and up-fit will be \$36,090.72 and be paid for from Federal Asset Forfeiture account, 645.00.51100.

Attachments:

1. Memo 2020 Admin Ford Explorer
2. LW 2020 Admin Explorer Upfit
3. QUOTE 2020 EXPLORER

Suggested Disposition: Receive and File
Approve

7. **New Police Vehicle Purchase (4) 2020 Ford Police Interceptor Utility Patrol Vehicles -Police**
The purpose of this memo is to request the purchase of four (4) 2020 Ford Police Interceptor Utility patrol vehicles utilizing funds from FY 2019-2020 budget. These vehicles will be purchased from Paul Miller Ford through the state contract and to authorize the Mayor to sign all related documents. The Police Department works to maintain the overall quality of the fleet vehicles. Generally, 6 new patrol vehicles are budgeted and purchased each year. For the FY 2019-2020 budget, only four (4) patrol vehicles were requested. The Police Department is asking that four (4) vehicles be purchased at this time. The purchase of these vehicles is included in the FY 2019-2020 budget. These vehicles will be purchased from Paul Miller Ford. The cost through state contract for the vehicles will be \$137,520. The up-fit will be completed by L&W Emergency Equipment, through approved state contracting, and will be \$64,485.16. The total price for this purchase, including up-fitting, will be \$202,005.16. These vehicles will be purchased and up-fitted through budgeted funds from account 100.92.56551.

Attachments:

1. Memo Patrol Vehicle Purchase
2. LW 2020 Interceptors Upfit
3. 2020 POLICE UTILITY ORDER GUIDE

Suggested Disposition: Receive and File
Approve

8. **Professional Services Agreement with Kenvirons - Capital View Park Sewer Project - Sewer**
The purpose of this memo is to request approval of an Engineering Agreement with Kenvirons for the Capital View Park Sewer Project and to authorize the Mayor to sign all documents related to the project. This Agreement is for Kenvirons to perform Design Services for the project. The cost of this agreement is \$57,212.00. The Capital View Park has been in need of a proper sewer system for many years. By upgrading the capacity of the sewer system, the park will be able to host and expand as needed for larger events. Kenvirons will provide all of the engineering for the project and the Sewer Department will construct the facilities per the engineering design. All record drawings and state submittals will be completed by Kenvirons to meet all requirements needed.

Attachments:

1. Memo EA Kenvirons Capital View Sewers
2. Engineering Services Agreement Fee Proposal

Suggested Disposition: Receive and File
Approve

9. **Louisville Hill Erosion Control Project - Sewer**
The purpose of this memo is to request awarding the construction contract for the Louisville Hill Erosion Control Project to Steve Hughes Excavating, LLC and for the Mayor to sign all related documents. Steve Hughes Excavating, LLC was determined to be the lowest qualified responsible bidder at \$100,811.00 and the Budget Total for this project is \$110,000.00. This contract is to complete a restoration of the outfall line that is part of the Louisville Hill Road Sewer Separation Project. This project was completed in 2014 and since its completion, severe erosion has caused the outfall area to erode to an unsafe level.

Attachments:

1. Memo for Louisville Hill Erosion Control Project - Steve Hughes Excavating
2. Hughes recommendation letter
3. Louisville Hill Erosion Control Project Bid Tab

Suggested Disposition: Receive and File
Approve

10. FY 2020 Sidewalk Hazard Repairs UPC– Contract Administration - Public Works

Public Works requests authorization to spend up to \$30,000 with Otis Engineering Inc. for the administration of and consulting/support services related to the 2019/2020 UPC for Concrete Projects (Bid No. 219001-535) and authorization for the Mayor to sign all related documents. The City of Frankfort is in the process of updating, re-advertising, and awarding contracts for the 2019/2020 UPC for Concrete Projects. The contract for unit price work will allow for selection of contractor services as needed for individual projects throughout the year. Engineering services for the UPC Concrete Projects are based upon a negotiated fee equal to 12% of the actual construction cost. Construction costs for the 2019/2020 UPC are estimated at \$250,000.

Attachments: 1. Memo FY 2020 Sidewalk Hazard Repairs UPC - Otis Engineering
2. FY2020 Sidewalk Hazard Repairs UPC - Otis Engineering Contract

Suggested Disposition: Receive and File
Approve

11. Street Department & Parks Department New Mowers - Public Works & Parks

The Street Department requests authorization to spend \$20,922.00, and the Parks Department requests authorization to spend \$41,844.00 for a total of \$62,766.00 with Lyons Lumber Co. to purchase new Exmark mowers to replace their aging mowers, and authorize the Mayor to sign all related documents. The Street Department and Parks Department have started the process to begin replacing its aging fleet of zero turn mowers and other mowing equipment, as well as other types of maintenance equipment. Many of mowers in the fleet are over 10 years old and have high amount of hours on them. Multiple hours of maintenance time plus purchasing parts are required to keep the mowers operational as they are breaking down frequently. This slows down productivity and efficiency of maintenance work. These 6 mowers are the first step to improving the equipment of the Streets and Parks maintenance fleet. Funds to purchase these mowers are in the following accounts: 100.66.56550 – for Street Department & 100.80.56550 – for Parks Department.

Attachments: 1. Memo Mowers
2. Lyons quote mowers
3. Exmark mowers

Suggested Disposition: Receive and File
Approve

12.

Personnel Action	Employee	Department	Date	Position
Resignation	Josh Hutcherson	PW/Floodwall	7/19/19	Public Works Tech II Authorize payout of accrued leave
Resignation	Alysia Nicole Cook	Police/E911	7/5/19	Telecommunicator I Authorize payout of accrued leave
Resignation	John Jenkins	Sewer	7/15/19	Sewer Tech III Authorize payout of accrued leave
Retirement	Joseph Teasley	Fire	7/31/19	Firefighter III Authorize payout of accrued leave
Promotion	Derrick Napier	Police	7/30/19	Police Captain to Asst Police Chief
Promotion	Lynn Aubrey	Police	7/30/19	Police Captain to Asst Police Chief
Promotion	Dusty Bowman	Police	7/30/19	Police Lieutenant to Police Captain
Promotion	David Schroerlucke	Police	7/30/19	Police Lieutenant to Police Captain
Promotion	Scott Morgan	Police	7/30/19	Police Sergeant to Police Lieutenant
Promotion	Jon Fields	Police	7/30/19	Police Sergeant to Police Lieutenant
Promotion	Ryan Belcher	Police	7/30/19	Police Officer to Police Sergeant
Promotion	Tom Schmidt	Police	7/30/19	Police Officer to Police Sergeant
Promotion	Kim Wainscott	Finance	7/11/19	Accounting Specialist II to License Fee Administrator

- Attachments:**
1. John Jenkins letter of resignation
 2. Nicole Cook letter of resignation
 3. Joe Teasley letter of retirement
 4. Josh Hutcherson Letter of Resignation
- Suggested Disposition:** Receive and File

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. Agreement & Resolution between the Commonwealth of Kentucky Transportation Cabinet, Department of Highways and the City of Frankfort regarding curb box inlets along E. Main St. (US 60) - City Manager

Attachments: 1. KYTC-City Construction MOA
2. Resolution KYTC-City Construction MOA

Suggested Disposition: Approve
Adopt Resolution

2. Surplus Vehicles & Order - Police

The purpose of this memo is to request the surplus of four (4) Ford Crown Victoria (CV) police vehicles. These vehicles will be at online auction. The Police Department continues to maintain a quality fleet that will allow the officers to fulfill their duties throughout their work day. Part of that maintenance to the fleet includes ridding the department, through surplus, of vehicles that become fiscally irresponsible to maintain. The four (4) vehicles in question have reached their limits where it is not worth continuing the maintenance and upkeep. The 2005 Ford CV has over 100,000 miles on the vehicle. There are repairs totaling over a \$1,000.00 needed on the vehicle. The first 2009 Ford CV has over 106,000 miles on the vehicle. The second 2009 Ford CV has over 103,000 miles on the vehicle. The 2011 Ford CV has 100,646 miles on the vehicle. The repairs necessary for these vehicles is more than would be financially reasonable to have completed.

Attachments: 1. Memo Vehicle Surplus July 1 2019
2. Order FPD (4) Surplus Vehicles

Suggested Disposition: Receive and File
Adopt Order

3. Sidewalk Hazard Repairs/Concrete Projects per UPC 219001-535 - Public Works

In conjunction with the recent budget approval, Public Works would like authorization to spend up to \$250,000 with ADE Contracting and Rush Paving for the repair of damaged sidewalks at multiple locations throughout the City of Frankfort and authorize the Mayor to sign all related documents. All potential sidewalk work will be inspected and action taken only if the site meets the "First Priority" as described in the 2010 Sidewalk Policy. ADA compliant ramps are added at these sites if they are not currently available. Funds for this project, \$250,000, are available in the recent budget approval for the City of Frankfort.

Attachments: 1. Memo 2019 Sidewalk Hazard Repairs and Concrete Projects UPC Renewal
2. 2019 UPC Sidewalk Repairs Contract - ADE

Suggested Disposition: Receive and File
Approve

4. Transit Surplus Vehicle & Order - Transit

Transit requests permission to surplus 1 (one) Transit contact truck and to authorize the Mayor to sign all related documents. This truck will be sold at online auction. Transit received a contact truck as a donation from the Sewer Department to provide transportation for the Transit Mechanic. Transit received grant funding to replace the aging vehicle in 2018. The grant funds were requested due to the age, condition and increasing maintenance costs of the current contact truck. Transit requests to surplus the truck due to the arrival of the replacement vehicle. The contact truck has several areas of rust damage and is not worth continuing costs of maintenance and upkeep. The vehicle is a 2016 Ford F-150 with over 137,000 miles on the vehicle. Transits requests to surplus the truck and allocate the revenue into the Transportation Improvement Account (530-00-46300). This revenue can be used to purchase new transit vehicles in the future when the Toll Credits that are currently being used to match grant funding run out.

Attachments: 1. Memo Truck Surplus
2. Order Transit Surplus Vehicle

Suggested Disposition: Approve
Adopt Order

5. A Resolution Pledging a Commitment to Lease Real Property to the Franklin County Humane Society - City Manager

Attachments: 1. Resolution Humane Society Carpenter Farm

Suggested Disposition: Approve
Adopt Resolution

6. A Resolution to Repeal Resolution No. 4, 2019 Series Naming Property Known as The Pinsky Trail to The Bourbon Road Rail Trail and Renaming it as Thorobred Trail - City Manager

Attachments: 1. Resolution Repealing Name of Trail - Name Thorobred Trail
2. Map of Thorobred Trail

Suggested Disposition: Approve
Adopt Resolution

UNFINISHED BUSINESS

NEW BUSINESS

CITIZEN COMMENTS (SIGN IN SHEET)

EXECUTIVE SESSION

1. EXECUTIVE SESSION PER KRS 61.810(1)(C) LITIGATION - TO DISCUSS OPTIONS REGARDING THE OLD Y LITIGATION.

Attachments: None

Suggested Disposition:

ADJOURNMENT