

AGENDA

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

March 28, 2022
5:00 PM

INVOCATION

Rabbi Litvin

PLEDGE OF ALLEGIANCE

ROLL CALL

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 Jonathan Presley from Patrol Officer III to Sergeant, effective 3/29/22.*

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

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 – Work Session, February 14, 2022; Regular Meeting, February 28, 2022**
2. **Purchase of 2021 Chevrolet Silverado 3500 – Sewer**

The purpose of this memo is to recommend the purchase of a 2021 Chevy Silverado 3500 for the Sewer Department and to authorize the Mayor to sign all related documents. The truck will be purchased from Bachman Chevrolet and the truck body will be purchased from Meyer Truck Equipment. The total vehicle cost is \$56,700.00 and both items will be purchased through the State Master Agreement. The Sewer Department budgeted to replace the aging vehicles that were being used by the collection crew. This truck will replace the current vehicle 934 that is being used by collection crew. Truck 934 is a 2008 model and it has extensive rust damage and needs to be replaced. The Sewer Department received a quote from Bachman Chevrolet in the amount of \$46,200.00. A quote was also received from Meyer Truck Equipment for the truck body in the amount of \$10,500.00. A utility bed was added to this truck for better use by the department. The Department budgeted to replace four trucks during this budget. Due to the higher cost of vehicles this year, only three will be replaced to keep under budget. The total cost of the vehicle is \$56,700.00 and the budget amount approved for FY 21-22 is \$40,000.00. Staff recommends that the City Commission approve the Purchase of the Silverado 3500 from Bachman Chevrolet and authorize the Mayor to sign all related documents. The Sewer Department will send a purchase requisition to Finance for the purchase price of \$46,200.00.

Attachments: Memo, Quote from Bachman Chevrolet, Quote from Meyer Truck Equipment, Master Agreement Renewal, Master Agreement 1800000184
Suggested Disposition: Receive and File; Approve

3. Purchase of 2021 Chevrolet Silverado 3500 – Sewer

The purpose of this memo is to recommend the purchase of a 2021 Chevy Silverado 3500 for the Sewer Department and to authorize the Mayor to sign all related documents. The truck will be purchased from Bachman Chevrolet in the amount of \$46,730.00 and the purchase will be through the State Master Agreement. The Sewer Department budgeted to replace the aging vehicles that were being used by the collection crew. This truck will replace the current vehicle 930 that is being used by collection crew. Truck 930 is a 2007 model and it has surpassed its useful life expectancy. The Sewer Department received a quote from Bachman Chevrolet in the amount of \$46,730.00 based on the State Master Agreement. The total cost of the vehicle is \$46,730.00 and the budget amount approved for FY 21-22 is \$45,000.00. Staff recommends that the City Commission approve the Purchase of the Silverado 3500 from Bachman Chevrolet and authorize the Mayor to sign all related documents. The Sewer Department will send a purchase requisition to Finance for the purchase price of \$46,730.00.

Attachments: Memo, Quote from Bachman Chevrolet, Master Agreement Renewal, Master Agreement 1800000184

Suggested Disposition: Receive and File; Approve

4. Purchase of 2021 Chevrolet Silverado 3500 – Sewer

The purpose of this memo is to recommend the purchase of a 2021 Chevy Silverado 3500 for the Sewer Department and to authorize the Mayor to sign all related documents. The truck will be purchased from Bachman Chevrolet and the truck body will be purchased from Meyer Truck Equipment. The total vehicle cost is \$58,365.00 and both items will be purchased through the State Master Agreement. The Sewer Department budgeted to replace the aging vehicles that were being used by the collection crew. This truck will replace the current vehicle 936 that is being used by collection crew. Truck 936 is a 2008 model and has outlasted its useful life and needs to be replaced. The Sewer Department received a quote from Bachman Chevrolet in the amount of \$46,730.00. A quote was also received from Meyer Truck Equipment for the truck body in the amount of \$11,635.00. The total cost of the vehicle is \$58,365.00 and the budget amount approved for FY 21-22 is \$60,000.00. Staff recommends that the City Commission approve the Purchase of the Silverado 3500 from Bachman Chevrolet and authorize the Mayor to sign all related documents. The Sewer Department will send a purchase requisition to Finance for the purchase price of \$46,200.00.

Attachments: Memo, Quote from Bachman Chevrolet, Quote from Meyer Truck Equipment, Master Agreement Renewal, Master Agreement 1800000184

Suggested Disposition: Receive and File; Approve

5. Purchase Requisition for Lakeside Equipment Corporation – Sewer

The purpose of this memo is to authorize a P.O to Lakeside Equipment Corporation for the purchase of multiple bearings for the oxidation ditches and authorize the Mayor to sign all related documents. The Wastewater Treatment Plant (WWTP) has 3 oxidation ditches in service that operate 24/7. Each of these oxidation ditches have 4 rotor train systems that are powered by a 60hp motor and gear reducer. These rotors ride on 4 pillow block bearings and with couplings. The purpose of the rotors in the oxidation ditches is to mix the solids and to provide oxygen to the bacterial biomass within the oxidation Ditch. The plant has had 2 rotor systems go down in different oxidation ditches. Due to this failure, the plant is not able to treat the waste as efficiently and also poses the risk of falling out of compliance with the KPDES Permit. This will also cause the solids to settle which causes the plant to have inaccurate readings on process control of the plants MLSS. In order to purchase the repair parts, FSD has to buy the parts from Lakeside Equipment Corporation, because they are the Manufacture and Sole Distributor for replacement parts for our 42' & 40' Dual Magna Rotors. The rotors were purchased in 1999 and 2010. The bearings on the rotors where last replaced in early 2017. The cost for the repair parts are \$92,200.00. This price includes 3 PX-200 Paraflex couplings, Type HH, 3 non- expansion pillow block bearings sized 4-15/16", 3 non- expansion pillow block bearing sized 3-1/2", and 6 expansion pillow block bearing sized 3-15/16" for ditch #1 & # 2. 1 PX-200 ParaFlex coupling, type HH, 1 non-expansion pillow block bearing sized 4-15/16", 1 expansion pillow block bearing sized 3-15/16" and 2 expansion pillow block bearings sized 4-7/16" for ditch #3. These parts would allow the WWTP to repair the 2 rotors that are down and allow the WWTP to have a set of repairs in stock for future repairs of other rotors in the oxidation ditches. This price also included shipping to the WWTP. The purchase would come out of the Plant Emergency Repairs Budget which is budgeted at \$200,000.00 per year. Staff recommends authorization for the Finance Department to issue a P.O. in the amount of \$92,200.00

Attachments: Memo, Purchase Order Form, Sole Source Letter, Sole Source Justification Form, Quote from Lakeside Equipment

Suggested Disposition: Receive and File; Approve

6. Professional Services Agreement with Otis Engineering - Sewer

The purpose of this memo is to request approval of a Professional Services Agreement with Otis Engineering to provide Engineering Services related to obtaining easements on various projects and to authorize the Mayor to sign all related documents. The Frankfort Sewer Department has been working with Otis Engineering for many years and has developed a great working relationship. Due to the large number of easement acquisitions required for upcoming projects, FSD needs additional manpower assistance to keep the projects on schedule. Since FSD & Otis Engineering communicate very well together this agreement will streamline the process for obtaining easements for our projects. Approve Professional Services Agreement with Otis Engineering in the amount of \$ 20,000.00 to Otis Engineering. Sewer Department will send a requisition to Finance in the amount of \$20,000.00.

Attachments: Memo, Professional Services Agreement
Suggested Disposition: Receive and File; Approve

7. Mowing Contract Renewal —T’s Lawn Care – Sewer

The purpose of this memo is to recommend the approval of a contract extension with T’s Lawn Care and authorize the Mayor to sign all related documents. The Sewer Department bid advertisement was issued for mowing services on December 8, 2019 and 4 responses were received December 18, 2019. T’s Lawn Care, LLC was determined to be lowest evaluated contractor and thus chosen for the contract.

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 can be extended up to 3 times with a renewal each year. This would be the first extension of the contract and thus it would have a possible two more one year extensions. 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. This contract will keep the pump stations and treatment plant grass cut while allowing city personnel to work on maintenance and operations. Funding for this contract is budgeted with a budget of \$35,000.00 in FY 22-23 Budget.

Staff recommends that the City Commission approve the Mowing contract and authorize the Mayor to sign all related documents. The Sewer Department will request a \$35,000.00 Purchase Order for T’s Lawn Care.

Attachments: Memo, Contract, Bid, Renewal Letter
Suggested Disposition: Receive and File; Approve

8. Amendment #1 to Construction Contract with Buchanan Contracting, Inc. for Walmart Sanitary Sewer Replacement Project – Sewer

The purpose of this memorandum is to request approval from the City Commission for Amendment #1 to a Construction Contract with Buchanan Contracting in the amount of \$ 79,585.00 for the realignment of the gravity sewer and force main within the existing easement for the Walmart Sanitary Sewer Replacement project and to authorize the Mayor to sign all related documents. During construction to replace the storm water line by a Walmart Contractor, FSD’s infrastructure was damaged and must be repaired. FSD has been working with the Contractors’ insurance company to provide answers for the repairs that are needed. The Board of Commission approved the Contract to Buchanan Contracting on June 28, 2021 for \$192,135.00. The Contractor conducted a pre-construction inspection of the recently repaired storm sewer by Walmart and noted several defects in the pipe. FSD, to mitigate against counter claims by Walmart, decided to relocate the existing gravity sewer and force main as far as possible from the existing storm line within the existing 60-foot-wide utility and drainage easement. The City then discovered the existing sanitary sewer, force main and storm sewer were constructed outside the existing easement by the original Developer. FSD will relocate the sanitary sewer and force main into the existing easement.

The additional costs to perform the work include backfill and placing flowable fill in the abandoned pipe to stabilize the parking lot.

Original Agreement	\$192,135.00
Amendment #1	\$ 79,585.00
Total	\$271,720.00

The amendment to the project will provide a functional gravity sewer and force main that is located in the existing drainage and utility easement. The cost of this amendment is **\$79,585.00**. This item is in the FY 21-22 budget for completion. Staff recommends approval. The Frankfort Sewer Department will initiate a purchase order requisition to the Finance Department to generate a purchase order for Buchanan Contracting in the amount of \$79,585.00.

Attachments: Memo, Amendment No. 1
Suggested Disposition: Receive and File; Approve

9. Odor Control Annual Contract – Sewer

The purpose of this memo is to recommend approval of a contract 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 adjust 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

Odor Control is in the FY21-22 budget and is budgeted at \$350,000.00 per year. Staff recommends that the Mayor and City Commission approve the Odor Control Contract with Aulick Chemical Solutions. Once approved FSD will send a P.O. Requisition to Finance for the budgeted amount of \$350,000.00.

Attachments: Memo, Contract Agreement, Notice of Award, Bid Tab
Suggested Disposition: Receive and File; Approve

10. Amendment #1 Miami Trails Sewer Project – Sewer

The purpose of this memo is to request approval of Amendment #1 to the Professional Services Agreement with Hazen for Construction Administration and Resident Project Representation for the Miami Trails Sanitary Sewer Project and for the Mayor to sign all related documents. A Preliminary Engineering Report (PER) was completed in 2020 to replace or eliminate the Miami Trails pump station. The conclusion of the PER was a recommendation to eliminate the MTPS by use of a new gravity sewer to take the MTPS flow directly to the Chinook PS. This project will eliminate one pump station and provide better service in that area. The Miami Trails Sanitary Sewer project will install approximately 3,300 LF of 12-inch gravity sanitary sewer and eliminate FSD's Miami Trails Pump Station. FSD is entering into the construction phase of this project and this amendment will allocate funds for the Construction Administration and Resident Project Representation. Staff recommends the City Commission approve the Amendment #1 with Hazen for construction administration and RPR in the amount of \$219,800.00. The Sewer Department will send a requisition to Finance in the amount of \$219,800.00.

Attachments: Memo, Proposed Fee Schedule, Amendment No. 1, Contract
Suggested Disposition: Receive and File; Approve

11. Construction Contract with Herrick Company, Inc. for WWTP Blower Installation – Sewer

The purpose of this memorandum is to request City Commission approval for a construction contract with Herrick and for the Mayor to sign all related documents. The City of Frankfort WWTP is in need of multiple upgrades in the near future. The blowers for the plant digesters have been rebuilt multiple times and multiple blowers have went down. The Commission approved the direct purchase of the blowers in August 2021 and they are expected to arrive later this month. The Frankfort Sewer Department opened construction bids on January 25, 2022. We received a total of three bids and Herrick Company, Inc. was determined to be the lowest qualified bidder. Below is a list of bidders and the amounts:

Herrick Company, Inc	\$701,670.00
Pace Contracting, LLC	\$890,120.00
SI, Inc.	\$958,226.00

Staff recommends the City Commission approved the construction contract with Herrick Company, Inc. in the amount of \$701,670.00.

Attachments: Recommendation Letter, Bid Tab, Contract
Suggested Disposition: Receive and File; Approve

12. Lease Agreement with the Franklin County Clerk’s Office to Utilize the Former Plant Board Building at 317 West Second Street for Election Related Services.

Attachments: Lease Agreement
Suggested Disposition: Receive and File; Approve

13. Kentucky E-bike Adventures Lease Agreement – Public Works

The purpose of this memo is to request approval of a lease agreement with Kentucky E-bike Adventures to set up at Riverview Park and rent e-bikes, and for the Mayor to sign all related documents. Kentucky E-bike Adventures, LLC is a new business that is requesting to set up a trailer with several e-bikes for rent at Riverview Park. Customers will be able to rent e-bikes from 11:00 am to 5:00 pm on Saturdays and Sundays from March through November. The attached lease agreement identifies a 1-year lease renewable for up to 5 years. The business will pay an annual fee and the first year’s fee has been received. The first weekend for business is scheduled for April 2nd and 3rd, 2022. Staff recommends approval of the lease agreement for Kentucky e-bikes Adventures, LLC to begin an e-bike rental business located at the Riverview Park, and for the Mayor to sign all related documents.

Attachments: Lease Agreement, Insurance Documents
Suggested Disposition: Receive and File; Approve

14. 2022 Recycling Grant - Grants/Public Works/Solid Waste

Staff requests the Commission to consider authorizing the submission of a 2022 - 2023 Kentucky Recycling Grant Application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to recycling such as equipment, advertising and educational materials and authorizing the Mayor to sign all grant documents. The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling Grant Program that can aid in recycling costs. The Solid Waste Department would like to apply for funds for equipment including 296 (18 gallon) Recycling Bins as well as Advertising and Educational materials which total costs will not exceed \$21,550.00. The city is required to have a 25% match for the grant; however, this match can be in-kind, and Personnel costs are eligible activities. Personnel costs for Recycling exceeds \$130,000.00, which more than meets the 25% match requirement. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

15. 2022 Composting Grant - Grants/Public Works/Solid Waste

Staff requests the Commission to consider authorizing the submission of a 2022 - 2023 Kentucky Composting Grant Application to the Kentucky Division of Waste Management-Composting Assistance Section for costs related to composting such as equipment, advertising and educational materials and authorizing the Mayor to sign all grant documents. The City offers composting services to the community and the quantity is continually increasing due to greater public awareness. The state has a Composting Grant Program that can aid in composting costs. The Solid Waste Department would like to apply for funds for equipment including a 3.9 yard Light Material Bucket as well as Advertising and Educational materials which total costs will not exceed \$11,986.00. The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for Composting exceeds \$110,000.00, which more than meets the 25% match requirement. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

16. Payment of Yearly PVA Bill – Finance

The purpose of this agenda item is to seek the Board of Commissioners approval for payment to the Franklin County Property Valuation Administrator (PVA) for providing 2021 Property Tax Assessment Roll to the City for 2021 Tax Bills. Pursuant to KRS 132.285, the City may use the PVA assessment of Frankfort properties for the purpose of creating the City's tax bills. The City, per this same statute, shall appropriate and pay annually to the PVA a set amount based on assessments, in this case \$40,000.00. With approval, the Finance Department will provide payment to Franklin County PVA in the amount of \$40,000.00. Funds are available in account 100.50.53295.

Attachments: Memo, Invoice

Suggested Disposition: Receive and File; Approve

17. New Auditor Contract – Finance

The purpose of this agenda item is to seek Board of Commissioners approval to award the audit services contract for FY22 to MCM CPAs and Advisors and to authorize the Mayor to sign the contract and all other related documents. And to seek approval for four additional years provided both parties agree and extension letters are granted. These types of professional services are typically not "bid" out every year and auditors are normally hired for multiple years. By March 11, 2022, the City had received three proposals/quotes for audit services related to the upcoming audit for Fiscal Year 2022. The previous auditor, CTM, has conducted the audit since FY2015. Industry guidelines recommend rotating auditors every five years or so. The City has previously used MCM and has been pleased with their performance. The quote for these services is \$43,000 and represents the lowest quote. Staff recommends the Commission approve the FY22 audit services contract with MCM CPAs and Advisors and authorize the Mayor to sign all related documents. We also recommend the Commission approve using MCM for four additional years (beginning with FY23) provided both parties agree. Extension letters will be obtained each subsequent year (FY23-FY26).

List of CPA Firms/Quotes:

MCM CPAs and Advisors-\$43,000

Blue and Company, LLC-\$53,200

Strothman and Company-\$59,000

Attachments: Memo, Letter of Engagement

Suggested Disposition: Receive and File; Approve

18. Mowing Contract – Planning

Authorization of an agreement with Matts Lawn Care to provide mowing, weed eating and bush hogging services in accordance with the stated specifications found in the City's Invitation to Bid No. 220211-70 and authorize the Mayor to sign all related documents. The previous mowing contract for the Planning Department began in 2021. The previous contractor chose to terminate the agreement in early 2022. The City advertised the latest ITB in February. The bids were tabulated by the Finance Department Purchasing Division and Matt's Lawn Care was the low bid. The contract has been reviewed by staff and Matt Wilburn with Matt's Lawn Care has already signed the document. Staff recommends approval.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

19. Walmart Local Community Grant – Police

This memo is for requesting authorization for the Police Department to apply for the 2022 Walmart Local Community Grant for the purchase of child safety seats and to allow the Mayor to sign all related documents. Walmart has grant funds available under the Local Community Grant to support public safety programs through training or equipment, and to improve local communities for the benefit of low- income individuals and families in the local service area. The funds will be used to purchase child safety seats to be distributed as needed to low-income families, and to certify officers as car seat technicians. The certification would allow officers to install child safety seats and conduct free in-person car seat safety checks. The Walmart Local Community Grant will provide up to \$5,000 for the purchase of child safety seats and training. The certification of four (4) officers will cost approximately \$1,200. The additional funds will be used to purchase child safety seats for distribution to families in need. Staff recommends approval of the request to file the application for the Walmart Local Community Grant and direct the Mayor to sign all related documents.

Attachments: Memo, Grant Requirements

Suggested Disposition: Receive and File; Approve

20. Gemini Analyzer Bid Acceptance – Fire

The purpose of this memo is to recommend the Board of Commissioners accept a bid by Thermo Scientific Portable Analytical Instruments, Inc. for the purchase of a Gemini Handheld Raman and FTIR analyzer in the amount of \$93,690 and authorize the Mayor to sign all related documents. During the Board of Commissioners meeting on April 26, 2021, the Board authorized the Fire Department to apply for the 2021 Kentucky Homeland Security (KOHS) grant in the amount of \$107,500 for the replacement purchase of hazmat monitoring devices. The department received notice in January of 2022 of KOHS grant award. After grant execution, an invitation to bid for the first half of the project was developed and published with a bid opening date of March 16, 2022. The invitation to bid, bid # 2212201-42, was published in accordance with current practices by the Finance Department and received three (3) bids, with only one (1) bid meeting full intent and specifications. The scope of bid will result in the replacement of an outdated and unusable handheld analyzer for hazmat operations. While the bid did come in slightly higher than originally quoted during grant application, the equipment underwent price increases due to the length of time from original price quoting – nearly one year to date of original quotes and grant application – and a change in warranty coverage for the piece of equipment. The Bid has been reviewed for compliance and meets all requirements and specifications. A budget amendment was completed earlier this FY to cover the expense of this grant in the amount of \$107,500. These funds are available in our current equipment budget. Staff recommends the Board of Commissioners approve a bid by Thermo Scientific Portable Analytical Instruments, Inc. for the purchase of a Gemini Handheld Raman and FTIR analyzer in the amount of \$93,690 and authorize the Mayor to sign all related documents

Attachments: Memo, Bidder Proposal

Suggested Disposition: Receive and File; Approve

21. Shop Local Frankfort Gift Card Program -Special Projects

In March 2021, the City of Frankfort launched the Shop Local Frankfort gift card program. Since that time, the City allocated \$100,000 for giveaway programs and has used approximately \$76,000 of that initial investment. The following is a proposal for utilizing the remaining unspent funds. 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. Currently, there are 45 businesses registered on the Shop Local Frankfort program, and a total of \$113,785 has been spent in the local economy through the program. 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. These funds have been used for two giveaway programs, one in the form of 4,000 individual \$25 gift cards that were distributed through a free online giveaway, and the other through a buy one get one matching program. This current matching program expires April 1, 2022. It is estimated that \$20,000-\$23,000 will be returned to the City from the initial \$100,000 investment.

The Special Projects Department proposes to use the remaining unspent city funds to purchase gift cards to be distributed to students of Kentucky State University. With this proposal, the City would purchase \$25 gift cards (total amount pending final unspent fund balance on April 2, 2022) that would be given to KSU students on the evening of Friday, April 29, 2022. This is the date of the International Jazz Festival concert, co-hosted by the city, in downtown Frankfort. Students will be encouraged to come to downtown Frankfort via the Thoroughbred Trail, use gift cards for dining and shopping downtown, and attend the concert. The gift cards will be valid for a 12 month period, and students may use them at any other point during the year as well. This proposal contributes to several city priorities and strategic plan strategies, including improving town and gown relations, utilizing connectivity throughout our community, and the city's focus on IDEA values with the connection to the International Jazz Day event. The remaining funds were already budgeted in March 2021 for the program. Any unspent funds from expired gift cards returned in one calendar year from the purchase date will be returned to the city. Staff makes the recommendation to allocate the remaining funds to the Shop Local Frankfort gift card program for the purchase of \$25 gift cards to be distributed to KSU students. City staff will work with KSU administration to distribute gift cards to students.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

22. Consultant Contract for CARES Coalition – Special Projects

City staff requests authorization to approve a contract with the McNary Group to serve as the consultant for the Frankfort CARES Coalition, a community group made up of social service agencies in the Frankfort community that is to formalize and become a 501(c)3 organization and to authorize the Mayor to sign all related documents. The Frankfort CARES Coalition is a community group with representatives from shelter and service agencies in Frankfort, local government representatives, and community members. The group was originally formed to address the issues of homelessness and shelter in the Frankfort community.

In 2020, after facing issues related to the COVID-19 pandemic, a steering committee of CARES Coalition participants was created with the intent of formalizing the Coalition and becoming a permanent nonprofit membership organization. Throughout 2021, this steering committee has met to put together a proposal for how the Coalition will operate. In December 2021, the city Board of Commissioners unanimously approved a staff request to allocate \$30,000 for contracting with a nonprofit consultant to facilitate the formalization of the coalition. Once formalized, the CARES Coalition will work to address four main goal areas: homelessness reduction, affordable housing, community advocacy, and agency trainings, which will have a broader positive impact on the community.

An RFQ was prepared and reviewed by current Coalition steering committee members and City of Frankfort legal staff in January. The RFQ was released for responses Monday, February 7 and closed Friday, February 18. The City received four responses from independent nonprofit consultants and consultant agencies. The selection committee, made up of the Project Specialist/Community Engagement, the Community Relations/Grants Manager, and a designated representative from the CARES Coalition, evaluated and scored the proposals according to the criteria in the RFQ. While all of the respondents were highly qualified for the consultant contract, the selection committee unanimously chose the McNary Group. The response met all the outlined criteria, and the respondent brings a long history of working with nonprofit organizations and coalitions, in addition to having experience specifically in the homeless and housing area, which will bring an added benefit to the CARES Coalition project. The total budgeted amount for the consultant contract is \$30,000, given in \$5,000 monthly increments over the total 6 months of the contract period. Per the contract, the start date is April 1, 2022 and ending September 30, 2022. Staff recommends approval of the consultant contract. The McNary Group was the highest scoring RFQ response, evaluated by city staff and a CARES Coalition representative.

Attachments: Memo, Professional Service Agreement, Exhibit A – Proposal
 Suggested Disposition: Receive and File; Approve

23. Tree Canopy Plan - Phase 2

The purpose of this agenda item is to seek approval for the Parks Department to contract with Woodland Tree Care for the completion of Phase 2 of the Tree Canopy Plan and to authorize the Mayor to sign all related documents. The tree plan was developed with a committee of city staff and experts to better the canopy on Frankfort’s urban area. The plan has been broken down into six phases over the next three years. This will be the second phase of the plan. The canopy plan will be bid for each phase. Phase 2 had two submissions with Woodland Tree Care coming in with the lowest price as well as a closer selection of requested tree species. Staff has worked with this company and find them to be a reliable and knowledgeable company when it comes to tree care. Their safety regulations are also a plus when working with this type of project. Funds for this project are available in the Bluegrass Community Fund - The Frankfort Tree Planting Plan account (\$12,122.00) and the remaining amount will come from the Forestry budget (\$11,800.00). Total cost \$26,322.00. Staff recommends approval of Woodland Tree Care as the contracting company for the tree canopy project. Staff will contact and work closely with Woodland Tree Care for a completion date of April 30, 2022.

Attachments: Memo, Contract
 Suggested Disposition: Receive and File; Approve

24.

Personnel Action	Employee	Department	Date	Position
Resignation	Jermaine Jackson	Sewer	3/1/2022	Plant Operator Authorize payout of accrued leave
Resignation	William Neiderbrach	Police/E911	3/24/22	E911 Telecommunicator I TAC Authorize payout of accrued leave
Resignation	Billy Graves	Police	3/7/22	Police Sergeant
Appointment	Matthew Belcher	Fire	3/15/22	Firefighter I
Appointment	Daniel Dalton	Fire	3/15/22	Firefighter I
Appointment	Thomas Kinchen	Fire	3/15/22	Firefighter I
Appointment	Landon Mefford	Fire	3/15/22	Firefighter I
Appointment	Cody Steakley	Fire	3/15/22	Firefighter I
Appointment	William Yancey	Sewer	3/29/22	Plant Operator
Appointment	Morris Hall	PW/Transit	3/29/22	Transit Driver
Promotion	Jonathan Presley	Police	3/29/22	Patrol Officer III to Sergeant
Resignation	Daniel Dalton	Fire	3/23/22	Firefighter I
Resignation	Leslie O’Banion	Sewer	4/4/22	Sewer Tech I Authorize payout of accrued leave

Attachments: Billy Graves letter of resignation, Leslie O’Banion letter of resignation, Daniel Dalton letter of resignation
 Suggested Disposition: Receive and File; Approve

BOARDS

1. Frankfort Human Rights Commission - Reappointment of Lisa Gabbard expiring 12-1-24.

Attachments: Letter from the Mayor, Appointee information
 Suggested Disposition: Receive and File; Approve

2. Frankfort Human Rights Commission - Reappointment of Katima Smith-Willis expiring 12-1-24.

Attachments: Letter from the Mayor, Appointee information
Suggested Disposition: Receive and File; Approve

3. Frankfort Human Rights Commission - Reappointment of Yolanda E. Diaz expiring 12-1-24.

Attachments: Letter from the Mayor, Appointee information
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 AMENDING ORDINANCE NO. 13, 2021 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2021-2022”. Summary: This ordinance amends Ordinance No. 13, 2021 Series, appropriating the revenue to be received by the City for the Fiscal Year 2021-2022 by adding the following expenditures and transfers as noted:

- 1) General Fund-\$369,000 (aggregate total)
- 2) Transfers from General Fund-\$340,600 (aggregate total)
- 3) Capital Improvements-\$440,600 (aggregate total)
- 4) Sewer Fund-\$44,946 (aggregate total)

And by adding the following revenue:

- 1) Capital Improvements Fund-\$100,000 (aggregate total)

Attachments: Ordinance

Suggested Disposition: Receive and File; Approve for Second Reading

2. First Reading

“AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES SECTION 120.02 RELATING TO LICENSING OF ESTABLISHMENTS WITHIN THE ENTERTAINMENT DESTINATION CENTER”.

Summary: This ordinance amends Section 120.02(D) of the City of Frankfort Code of Ordinances regarding licensing and other requirements for the Entertainment Destination Center (“EDC”) to establish regular weekly hours for EDC operation in addition to other permitted special events falling outside of the regular hours.

Attachments: Ordinance

Suggested Disposition: Receive and File; Approve for Second Reading

3. “AN ORDER ESTABLISHING THE CITY OF FRANKFORT FINANCE COMMITTEE”

The purpose of this agenda item is to seek Commission (BOC) approval to establish the City of Frankfort Finance Committee and to authorize the Mayor to sign all related documents. A Finance Committee is a practical way for the BOC to provide oversight on the government's financial resources and liabilities, annual audits, and any other conditions that may pose a threat to the financial resources of the City. It is also a good mechanism to suggest services designed to best utilize, protect, and grow not only the funds of the City of Frankfort but the City as a whole. A Finance (or Audit) Committee is very common in organizations that have Board oversight and is recommended by industry professionals. The Finance Committee will serve as an extension of the full BOC; meet periodically to discuss important financial topics; receive financial information; and report back to the full BOC. The Finance Committee will not directly supervise the Finance Director and the Director will retain autonomy to handle day to day operations of the City's finances and financial reporting. The City is on the verge of potential historic growth and change as evidenced by future build-out of Parcels B and C, the first ever issue of Industrial Revenue Bonds, transformational changing infrastructure grants from the Federal Government, Federal Consent Decree City Sewer work, and continued work on multiple plans (Downtown, Parks, Comprehensive). The City has also experienced a recent major shift in the amount of revenue received from the Commonwealth of Kentucky through occupational taxes that will most surely impact many fiscal years to come beginning with FY2024. It is more important than ever that a collective effort by city staff, city leaders and the BOC be made to ensure the City continues to move forward into the future with the type of leadership and growth the citizens of Frankfort expect and deserve. A critical, important step is the creation of the Finance Committee. Staff recommends approval.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

4. City County Building Inspection MOU & Resolution

The purpose of this memorandum is for consideration and approval of the proposed temporary City County Building Inspection MOU, Resolution and to authorize the Mayor to sign all related documents. The Planning Department has reason to believe that we will be involuntarily without the services of our building inspector for a period of several months this spring. In order to ensure that we continue to provide services related to building inspections during this time I have negotiated an agreement with the County for them to temporarily provide these services. The proposed agreement will mirror the terms of the recently renegotiated agreement the City and County agreed to in order to provide electrical inspections in the City and County. Similar to the electrical agreement the proposed MOU requires the City to pay ½ of the salary and benefits of the inspector during the term we use them, in addition to \$7,500 for a vehicle allowance. The proposed MOU also allows the County to retain 25% of the City's permit fees for administrative costs. Staff recommends that the Board of Commissioners approve the MOU and authorize the Mayor to sign documents as appropriate.

Attachments: Memo, MOU, Resolution

Suggested Disposition: Receive and File; Approve MOU & Adopt Resolution

5. FY2023 Transportation (Transit) Grants & Resolution

Staff requests adoption of a resolution allowing for the submission of applications for FY2023 Operating and Capital Funds and committing the Local Share associated with the applications under the Fixing America's Surface Transportation Act (FAST Act) to be filed with the Department of Transportation, United States of America. The City is required to pass one resolution to apply for funding and to commit the local share of the projects. This resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. The grants local share is 50% for 5311 Operating Expenses and 20% for 5311 Administrative Expenses (Administrative Expenses cannot exceed 20% of the overall grant). The Local Share for 5339 (Capital) is 10% of the total grant. The Operating budget includes the continuation of Transit Services and the Capital request includes (5) cutaway buses for demand response and route services. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City's Public Transit System.

Requested funding is below:

Section	5311 Operating	5311 Administrative	5339 Capital	5311Capital	RTAP (Training)
Federal/State Share	\$727,024.50	\$187,157.60	\$383,013.60	\$383,013.60	\$10,850.00
Local Share	\$727,024.50	\$46,789.40	\$95,753.40	\$95,753.40	\$0.00
Total Request	\$1,454,049.00	\$233,947.00	\$478,767.00	\$478,767.00	\$10,850.00

Attachments: Memo, Resolution
 Suggested Disposition: Receive and File; Adopt Resolution

6. Surplus Order for Garbage Truck – Solid Waste

The Division of Solid Waste is requesting approval from the Board of Commissioners to surplus one garbage truck that needs to be sold as surplus property and to authorize the Mayor to sign all related documents. The Division of Solid Waste has a truck that needs to be placed on surplus and sold through online auction. The truck has over 124,000 miles and needs repairs to the rear loading body that would be too costly to be put into a 15-year-old truck that would not be used daily. The sale of this truck would help a little in offsetting the purchasing cost of a new garbage truck this year. This truck is a 2006 Freightliner M206 with 25-yard Leach Rear loader body. COF0000850. Staff recommends that the truck be placed on surplus and sold by online auction with the proceeds returning to the general fund to help with the purchase of a new garbage truck for the Division of Solid Waste.

Attachments: Memo, Order
 Suggested Disposition: Receive and File; Adopt Order

7. “ A RESOLUTION IN SUPPORT OF BOURBON ON THE BANKS AND THE CITY OF FRANKFORT’S BOURBON TASTING FESTIVAL ”

Attachments: Memo, Resolution, Event Analysis, Sponsorship Info.
 Suggested Disposition: Receive and File; Adopt Resolution

NEW BUSINESS

UNFINISHED BUSINESS

EXECUTIVE SESSION

EXECUTIVE SESSION PER KRS 61.810(1)(F), DISCUSSIONS WHICH MAY LEAD TO THE APPOINTMENT OF A MEMBER OF THE PUBLIC AGENCY, FOR THE PURPOSE OF DISCUSSING INDIVIDUALS WHO MAY FILL THE VACANT COMMISSIONER SEAT ON THE BOARD OF COMMISSIONERS. ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT