

City of Frankfort
Capital of Kentucky

Mayor
William I. May, Jr.

315 West Second Street, P.O. Box 697
Frankfort, Kentucky 40602
(502) 875-8500
www.frankfort.ky.gov

Commissioners
John R. Sower
Scott Tippet .
Katrisha Waldrige
Eric E. Whisman

4-8-19

SPECIAL MEETING CALL

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, April 15, 2019, at 5:00 p.m., in the Council Chamber of the Municipal Building, 315 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, April 22, 2019. All items on the agenda will be considered and action will be taken.



Mayor



Equal Opportunity Employer
Equal Housing Opportunity

AGENDA

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

April 15, 2019
5:00 PM

INVOCATION

Dr. John T. Opsata, Senior Minister - First Christian Church

PLEDGE OF ALLEGIANCE

ROLL CALL

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

CITIZENS COMMENTS ARE ON AGENDA ITEMS ONLY.

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:

Presentations:

Mayor May will recognize the month of May as National Preservation Month.

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 - March 11, 2019 Work Session; March 11, 2019 Special Meeting; March 25, 2019 Regular Meeting

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

2 CT Mitchell Contract - Legal

Authorization for the Mayor to sign a one-year extension with CT Mitchell to perform the City audit. This extension is requested due to the need for consistency during the transition period in the Finance Department. The contract can be extended rather than bid because it qualifies as a professional service which is exempt from bidding requirements.

Attachments: 1. Charles T. Mitchell Contract Extension
Suggested Disposition: Receive and File
Approve

3 Buffalo Trace Boat Ramp - Legal

Authorization for the Mayor to sign an Amendment to Lease Agreement for the Buffalo Trace Boat Ramp. This time extension is necessary due to ongoing challenges with the contractor and the river.

Attachments: 1. Buffalo Trace Boat Ramp lease (2nd Amendment 3-24-19)
Suggested Disposition: Receive and File
Approve

4 Towing Contract - Police

The purpose of this memo is to request the award of a towing contract to Carey's Towing, further known as Carey's, for towing needs of the Police Department specifically and other city departments as needed and to authorize the Mayor to sign all related documents. The Police Department maintains a contract with a tow company to be on call. The company tows civilian vehicles from accident scenes and police vehicles when necessary. They aid in the recovery of stolen vehicles and storage for evidential purposes. Also, the tow company provides service to the other city departments for their large trucks and other vehicles. Bid specifications were made available and the proposal received from Carey's was the lowest. Carey's holds the current contract with the City for the Police Department. They maintain a holdover lot, storage lot, and secure building at 320 Rouse Avenue. Overall, they have been a reliable tow company.

Attachments: 1. Memo 2019 Tow Contract Careys
2. Careys Tow Bid
3. Harrods Tow Bid
Suggested Disposition: Receive and File
Approve

5 Vehicle Purchase - Police

The purpose of this agenda item is to seek Commission approval to award a bid to Bob Allen Chrysler Dodge Jeep of Frankfort for the purchase of one (1) new unmarked vehicle and authorize the Mayor to sign any related documents. The Frankfort Police Department assigns an officer to the D.E.A. Task Force to assist in drug investigations that affect Frankfort, Franklin County, and this region of the country. This task force officer (TFO) is assigned an unmarked vehicle that will help him fulfill his duties. The task force tries to maintain a diverse fleet for use during their investigations. Multiple price bids were received from dealerships in the area for similar vehicles and bids were opened on April 9, 2019. The two bidders were Bob Allen Chrysler Dodge Jeep of Frankfort (\$30,667.00) and Chrysler of Lawrenceburg (\$30,774.00). With approval, the Police Department will purchase a 2019 Chrysler Pacifica from Bob Allen of Frankfort for \$30,667.00, which will be assigned to the TFO. The purchase of this vehicle will be paid from the Asset Forfeiture account 645.00.51100.

Attachments: 1. Memo TFO Van Purchase
2. Bid specs for 2019 Chrysler Pacifica

Suggested Disposition: Receive and File
Approve

6 TIGER Grant Memo of Agreement with FEWPB for Reimbursement- City Manager Authorization for the Mayor to sign a Memorandum of Agreement (MOA) between the City of Frankfort and Frankfort Electric and Water Plant Board regarding reimbursement for utility relocation and replacement work on the Second Street Tiger Grant Project.

Attachments: 1. Tiger Grant Memo of Agreement with FPB

Suggested Disposition: Receive and File
Approve

7 Request for approval to waive the Payment in Lieu of Taxes (PILOT) for 2018 for the Housing Authority of Frankfort - Finance
Request approval to waive the Payment in Lieu of Taxes (PILOT) for 2018 for the Housing Authority of Frankfort. The Frankfort Housing Authority is a governmental agency that was established in 1941. Furthermore, the Housing Authority's property is not listed as taxable property in the City's property tax data base. The Housing Authority of Frankfort has requested annually by letter from the Executive Director of the Housing Authority a waiver of the Payment in Lieu of Taxes (PILOT). Approximate impact of \$8,500.00.

Attachments: 1. HOA 2018 PILOT Payment Waiver Request

Suggested Disposition: Receive and File
Approve

8 Fort Boone Construction Contract - Sewer

The purpose of this memo is to request awarding the construction contract for the Ft. Boone Pump Station Rehabilitation Project to Todd Johnson Contracting, Inc. and for the Mayor to sign all related documents. Todd Johnson Contracting, Inc. was determined to be the lowest qualified responsible bidder at \$476,889.53 and the 5-year Budget Total for this project is \$550,000.00. The Ft. Boone Pump Station is located across from the Buffalo Trace Distillery.

Attachments: 1. Memo for Ft. Boone P.S. - Todd Johnson
2. Ft Boone Recommendation Letter - 040119
3. Ft Boone Bid Tabulation-040119

Suggested Disposition: Receive and File
Approve

9 Amendment #3 for AECOM for the Poplar Creek/Home Depot Pump Station Project - Sewer

The purpose of this memo is to request approval of Amendment #3 to an Engineering Agreement with AECOM for the Poplar Creek Pump Station Project and to authorize the Mayor to sign all documents related to the project. Amendment #3 for \$ 308,340.00 is to bring both the Poplar Creek Pump Station and the Home Depot Pump Station projects to Final Design, and covers Construction Services and Resident Project Representation through construction completion. The Poplar Creek Pump Station and Home Depot Pump Station will be consolidated into a single pump station eliminating the indefinite O&M costs of one pump station. The 5-year Budget Total for both pump stations is \$1,300,000.00.

Attachments: 1. Memo Amendment #3 for AECOM Poplar Creek PS

Suggested Disposition: Receive and File
Approve

10 Professional Service Agreement with Strand Associates - Sewer

The Sewer Department is requesting a Professional Services Agreement with Strand Associates to complete a study for the cost of sewer service and to authorize the Mayor to sign all related documents. This study will be used to provide the Farmdale Sanitation District a price for service and help with the Interlocal Agreement. The total cost is not to exceed \$24,000.00.

Attachments: 1. Memo Strand
2. Strand Agreement

Suggested Disposition: Receive and File
Approve

11 2018 Phase II Annual Report - Public Works

Public Works is seeking approval for authorization for the Mayor to sign the 2018 Phase II Annual Report for the City of Frankfort and Franklin County on behalf of the City of Frankfort. Every year the City of Frankfort is required to submit a report to the Kentucky Division of Water summarizing the City's Phase II program and its activities. The City of Frankfort, due to its size, is considered a Phase II City with regards to stormwater and, because of this designation, is required to have a program in place to perform tasks associated with preventing the storm runoff from becoming polluted. These tasks include education of the staff and public, preventative measures, and maintenance activities. Since Frankfort and Franklin County are co-permittees, a shared consultant assists in preparing the Annual Report each year and the report is required, by law, to be signed by the highest elected official in the governing body. The Mayor's is the required signature for the City and the Judge-Executive will sign on behalf of Franklin County (Public Works).

Attachments: 1. DRAFT MS4 Frankfort Franklin County Annual Report
2. MS4 Annual Report Attachment A

Suggested Disposition: Receive and File
Approve

12 Panasonic CF-33 Mobile Data Computers - IT Department

The City of Frankfort IT Dept., in collaboration with The Frankfort Police and Fire Departments, is seeking approval to purchase 60 Panasonic CF-33 Mobile Data Computers to replace and upgrade the current mobile devices and to authorize the Mayor to sign all related documents. The City or Frankfort Police and Fire departments are currently operating on dated and out of warranty mobile data computers in their emergency vehicles. The current devices are running various operating systems as well. The replacement and upgrade of existing equipment will ensure little to no downtime and improve the efficiency of data retrieval for officers and fire fighters in the field. This project was made public for sealed bids and the lowest bidder, DataSource Mobility was chosen. The total cost for all 60 MDCs (50 police, 10 Fire) is \$294,021.00 and is set to be paid annually for (5) years as follows: The Police Dept. annual payment will be \$52,276.92 for 50 MDCs. The Fire Dept. annual payment will be \$10,455.36 for 10 MDCs. The Fire Dept will use account #100-42-53285 for \$5,227.70 and account #100-41-56550 for \$5,227.70 annually for five years. The Police Dept. will use account #645-00-51100 for \$52,276.92 for 1st year payment and then account #100.43.56550 for \$52,276.92 for years 2 thru 5.

Attachments: 1. Memo MDC
2. MDC Proposal

Suggested Disposition: Receive and File
Approve

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| 13 | Appointment | Sara Anderson | Public Works | 4/30/19 | Deputy Director of Public Works |
|----|-------------|---------------|--------------|---------|---------------------------------|

Attachments: None

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 Second Reading

AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.41(A)(1) RELATING TO THE EDUCATION COMPENSATION/ ASSISTANCE PLAN. This Ordinance had its First Reading on March 25, 2019. Summary: This ordinance amends Section 37.41(A)(1) of the City of Frankfort Code of Ordinances which establishes an Education Compensation/Assistance Plan through which each full time, regular, confirmed employee may receive reimbursement of tuition, allow the program to operate on a fiscal year instead of a calendar year.

Attachments: 1. Memo Tuition Assistance Ordinance Amendment
2. Ordinance Tuition

Suggested Disposition: Approve
Adopt Ordinance

2 Second Reading

AN ORDINANCE ADOPTING A NEW CHAPTER 101; SECTION 101.01 OF THE CITY OF FRANKFORT CODE OF ORDINANCES REGARDING REGULATION OF MURALS. This Ordinance had its First Reading on April 10, 2019. Summary: This ordinance adopts a new Chapter 101, Section 101.01 of the City of Frankfort Code of Ordinances establishing a temporary moratorium on all new murals within the City Historic Districts, which shall terminate within each area or district upon the effective date of regulations adopted that apply to the particular area or district, or on May 31, 2019, whichever occurs first.

Attachments: 1. Ordinance Temporary Mural Moratorium

Suggested Disposition: Approve
Adopt Ordinance

3 2019 Transportation Alternative Program Grant & Resolution - Grants

The application for 2019 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. 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 \$300,000.00. The City is required to provide a 20% match which would be \$60,000.00. The match can be made up of cash or in-kind services.

Attachments: 1. Memo 2019 TAP Funds
2. Resolution 2019 Transportation Alternative

Suggested Disposition: Approve
Adopt Resolution

- 4 **Meeting & Agenda Procedures Order - Legal**
"AN ORDER REPEALING ORDER NO 3, 2005 SERIES, RELATING TO PROCEDURES FOR MEETINGS OF THE FRANKFORT BOARD OF COMMISSIONERS, AND ADOPTING ORDER NO. _____, 2019 SERIES, RELATING TO PROCEDURES FOR MEETINGS OF THE FRANKFORT BOARD OF COMMISSIONERS".

Attachments: 1. Order Meeting Procedures
Suggested Disposition: Approve
Adopt Order

- 5 **Discussion of joining the International Town & Gown Association.**

Attachments: 1. International Town and Gown Association
Suggested Disposition: Receive and File
Approve

- 6 **Discussion of Tanglewood Neighborhood Association's request for a Special Meeting with the Board of Commissioners.**

Attachments: None
Suggested Disposition:

CLOSED SESSION

- 1 **CLOSED SESSION PER KRS 61.810 (1)(C)LITIGATION -TO DISCUSS THE OLD Y LITIGATION AND KRS 61.810(1)(b) PROPERTY - DISCUSSION ON THE FUTURE ACQUISITION OF REAL PROPERTY RELATED TO ECONOMIC DEVELOPMENT AND PROPERTY LOCATED AT 231 EAST MAIN STREET WHEN PUBLICITY WOULD BE LIKELY TO AFFECT THE VALUE OF THE PROPERTY.**

Attachments: None
Suggested Disposition:

ADJOURNMENT