



CAPITAL OF KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner

Leesa Unger, Commissioner

Katrisha Waldrige, Commissioner

Anna Marie Rosen, Commissioner

NOTICE

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on April 25, 2022, is a video teleconference meeting. One Commissioner will participate via GoToMeeting or a similar video teleconferencing system. The primary location will be in the City Hall Council Chamber, 315 West Second Street.

AGENDA

REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500

April 25, 2022
5:00 PM

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INVOCATION

Dr. Marian Taylor, South Frankfort Presbyterian Church

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL & RECOGNITION

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 – Special Meeting, March 7, 2022; Work Session, March 14, 2022; Special Meeting, March 17, 2022; Regular Meeting, March 28, 2022**
- 2. Holly Hills Change Order No. 1 – Public Works**

The purpose of this agenda item is to seek Commission approval of a change order to the contract with R.W. Davidson Contracting, for the Holly Hills Stormwater Improvements Project, and for the Mayor to sign all related documents. The Holly Hills Stormwater Improvements project will improve the drainage system in the Holly Hills neighborhood. Removal of the existing corrugated metal pipe and replacing it with a larger reinforced concrete box culvert, installation of new headwalls, and 365 feet of concrete trickle channels will lessen the volume of stormwater that currently overwhelms the system and floods yards, garages, and crawl spaces. Some additional work was added to this contract due to found conditions. Additional contract time was also required as a result of this additional work and delays in receiving materials. The water main in the vicinity of the new box culvert was required to be lowered and an additional curb inlet and stormwater pipe are required to be replaced. Delays related to material delivery, the additional work described above, and replacement of an aging sanitary sewer below the new box culvert have resulted in the need to extend the contract time by 177 days. The total change order amount requested is \$48,891.28. The KIA loan has budget availability to cover the cost of this change order. The loan funding will be routed through the Stormwater Account No. 735.00.51100. Approval of Change Order No. 1 with R. W. Davidson Contracting in the amount of \$48,891.28 with a 177 day time extension and for the mayor to sign all related documents.

Attachments: Memo, Change Order No. 1

Suggested Disposition: Receive and File; Approve

- 3. Cleaning Services Contract – Public Works**

The purpose of this agenda item is to seek Commission approval to award the Janitorial Services Contract to Laura's Cleaning Services, LLC and for the Mayor to sign all related documents. On March 22, 2022, the City of Frankfort opened two bids for janitorial cleaning services for four city buildings (City Hall @ 315 West Second Street, Public Safety Building @ 300 West Second Street, Frankfort Technology Building @ 314 West Second Street, Parks and Recreation Administration Office/Pro Shop @ 800 Louisville Road). The bids were submitted as lump sum amounts as follows:

1. Autumn Rose Landscaping, LLC at \$11,000/month
2. Laura's Cleaning Service, LLC at \$6,800/month

The current cleaning contract was for \$5,800/month with Laura's Cleaning Services. The total square area of the four buildings is approximately 61,300 sq ft making the rate quoted by Laura's Cleaning Services \$0.11 per square foot. This rate is within industry averages for the services provided (typical range \$0.05 - \$0.25 / square foot). Funds are available in account 100.64.53295. Public Works recommends approval of Janitorial Services Contract with Laura's Cleaning Services, LLC and for the Mayor to sign all related documents.

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

4. Professional Services Contract Hazen and Sawyer, PSC for BRIC Mero Flood Pump Station Renewal and Mero Sanitary Pump Station Relocation {Design} – Sewer

The purpose of this memorandum is to recommend a Professional Services Contract with Hazen and Sawyer, PSC for design and environmental and historic preservation documentation for the BRIC Mero Flood Pump Station Renewal and Mero Sanitary Pump Station Relocation and to authorize the Mayor to sign all related documents. On July 1, 2021, the City was informed that the BRIC application has been selected for further review and funding consideration to receive a grant of \$9,978,713.79 dollars toward the project. FSD has advertised, received qualifications from seven firms, and entered into negotiations with the highest ranked firm, Hazen and Sawyer, PSC. This project will renew the existing Mero Flood Pump Station with new pumps and electrical equipment which are over 50 years old. The project will also relocate the Mero Sanitary Pump Station from the river side of the floodwall to the protected side. This will reduce the number of combined sanitary sewer overflows. This project is a consent judgment required project. This project is in the Capitol Improvement Plans and will be budgeted for design in the FY22-23 Budget. Staff recommends that the Mayor and City Commission approve the Professional Services Agreement with Hazen and Sawyer, PSC. Once the Professional Services Agreement is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of \$1,681,167.00 for a Professional Services Agreement with Hazen.

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

5. Professional Services Contract Hazen and Sawyer, PSC for BRIC Mero Flood Pump Station Renewal and Mero Sanitary Pump Station Relocation {Grant Administration} – Sewer

The purpose of this memorandum is to recommend a Professional Services Contract with Hazen and Sawyer, PSC for grant administration for the BRIC Mero Flood Pump Station Renewal and Mero Sanitary Pump Station Relocation and to authorize the Mayor to sign all related documents. On July 1, 2021, the City was informed that the BRIC application has been selected for further review and funding consideration to receive a grant of \$9,978,713.79 toward the project. FSD has advertised, received qualifications from three firms, and entered into negotiations with the highest ranked firm, Hazen and Sawyer, PSC. This project will renew the existing Mero Flood Pump Station with new pumps and electrical equipment which are over 50 years old. The project will also relocate the Mero Sanitary Pump Station from the river side of the floodwall to the protected side. This will reduce the number of combined sanitary sewer overflows. This project is a consent judgment required project. The Grant Administration contract is expected to be fully reimbursed by a FEMA through an allowable 5% Project Management Fee. Staff recommends that the Mayor and City Commission approve the Professional Services Agreement with Hazen and Sawyer, PSC. Once the Professional Services Agreement is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of \$292,859.00 for a Professional Services Agreement with Hazen.

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

6. Candleberry Sewer Extension – Sewer

The purpose of this memorandum is to request City Commission approval for a sewer extension contract with The Candleberry Company and for the Mayor to sign all related documents. The Candleberry Company owns the property at 1150 Chenault Road and wishes to construct a sewer extension for the development of that property. The owner proposes to install 633' of 8" PVC SDR 35 main line pipe and four new manholes. The owner will also reconstruct 18 feet of privately owned 8" sewer with PVC SDR 35 that will become owned by FSD. The owner has met all of the requirements of the Sewer Department for this sanitary sewer extension. Furthermore, the Owner will construct 140 feet of 8" PVC SDR main line pipe and one new manhole that will be privately owned and maintained. Recommend the City Commission approve the sewer extension contract with The Candleberry Company. Once the Sewer Extension is approved, FSD will send a letter to the KDOW for final approval from the State.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

7. Sports MOAs at Capitol View Park – Parks

In 2021, the City worked extensively with Frankfort Independent Schools and The Frankfort Christian Academy to develop a plan for amicable shared use of the soccer fields at Capitol View Park, resulting in separate but coordinated agreements for both schools. According to Parks Director Shawn Pickens and the school superintendents, the arrangement worked out very well with no major disputes. It is now time to renew the agreements in anticipation of the upcoming soccer season. Additionally, it is time to renew a similar agreement for baseball field use by TFCA at Capitol View Park. The soccer MOAs are through June of 2023, and the baseball MOA is for one year with four optional renewal terms. No major changes have been made to any of these agreements. Staff recommends that the Board of Commissioners approve all three MOAs to allow the schools plenty of time to prepare for the soccer seasons.

Attachments: Memo, Memorandums of Agreement for FIS & TFCA

Suggested Disposition: Receive and File; Approve

8. Portable Restrooms for Parks – Parks

The purpose of this agenda item is to present to and inform the Board of Commissioners, receive feedback and answer questions concerning a bid response to a portable restroom contract for the majority of City Parks as well as special events downtown and in other areas. The Parks Department has several portable restrooms across City Parks due to the lack of brick and mortar restrooms. As well as providing restrooms for special events downtown such as the concert series, Bourbon on the Banks, etc. The service and quality of our current portable restroom vendor that has been used for several years in the past has declined in the past couple of years and the decision was made by staff to put out a bid for a new vendor to improve the overall quality of our portable restrooms as well as to have a contract to hold a company accountable for quality, service, etc., which is something that we currently do not have. A bid was released in late November and bid responses were due mid-December.

We only received one bid in response. **The total bid cost was \$27,725.00.** This includes 16 restrooms for various park areas throughout the year. A flat rate was also provided for special event rentals. \$75 per standard unit, \$95 per ADA unit and hand wash station. These prices are in line with industry standards. Typically, the costs are downtown events, local festivals, organizations, etc. can rent them at the city's contracted price through their organization or the city could offer as part of a sponsorship if agreed upon. Included in the total cost is fully servicing the units twice a week for 7 months a year (April - October) and servicing once a week for 5 months a year (November - March). The total cost mentioned above would include the following:

- 12 Months a year: 5 standard units and 8 ADA units at various parks for public use.
- 7 months a year: 2 standard units on Broadway for concert series and other downtown events and 1 at East Frankfort Park for Pickleball Courts.
- 7 months a year (April - October): Full servicing and restocking by company twice a week.
- 5 months a year (Nov - March): Full servicing and restocking by company once a week.

Review the provided information and the information provided by staff. Provide any feedback and guidance for the wishes of the board. If it is determined to move forward as the best course of action, it is our intent to bring the bid to serve as the contract to the Board of Commissioners at the April voting meeting for further discussion and possible approval. Staff will provide any additional information or answer questions as necessary with the intention of bringing up for a vote to possibly approve the contract at the April Commission Meeting.

Attachments: Memo, Bid Response
Suggested Disposition: Receive and File; Approve

9. Authorization for Mayor to sign Amended Easement Plat of Lot 5D Flynn Avenue

The purpose of this memorandum is for consideration of authorizing the Mayor to sign all copies of an Amended Easement Plat for Lot 5D and the surrounding property owned by the City of Frankfort. Staff has been working on this plat along with the process of reviewing construction plans for the new Humane Society facility on leased property at the end of Flynn Avenue and preparing to surplus the property known as "Lot 5D" located also at the end of Flynn Avenue. Planning staff has worked with city staff and other relevant utilities to prepare a plat to clearly identify and mark the necessary easements to include all utility infrastructure in the area and to remove any unnecessary easements in the area to clearly depict the subject property. This plat is of benefit to the Humane Society project, any future owner of Lot 5D and the City. Staff recommends that the Board of Commissioners authorize the Mayor to sign all copies of the plat so that it may be recorded at the County Clerk's Office and so that staff can move forward with the surplus auctioning of the property referred to as "Lot 5D".

Attachments: Memo, Draft Plat
Suggested Disposition: Receive and File; Approve

10. Parking Operator Contract – Planning

The purpose of this memorandum is for consideration and approval of the proposed Downtown Parking Operator Contract and for the Mayor to sign all related documents. The City advertised an RFP for Operation and Management of Downtown Parking in early 2022. Following the advertisement, the City received 4 responses. The selection committee scored all responses and engaged in interviews with the top two candidates. Following the interviews, we have engaged in negotiations with our preferred candidate which has resulted in the previously discussed proposed budget and agreement. Subsequent to those discussions staff and the City Solicitor have reviewed the attached final contract for services for consideration. Staff recommends that the City Commission approve the contract and authorize the Mayor to sign documents as appropriate.

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

11. 2022 USDA Local Foods Planning Grant

Staff requests authorization to apply for 2022 USDA Local Foods Planning Grant in an amount not to exceed \$100,000 and to authorize the Mayor to sign all grant documents. The City will apply in partnership with the Franklin Center for Innovation and the Franklin County Farmers Market for the purpose of planning for a Community Kitchen. Additional partners for the project could be County and City Schools. This grant request is the result of findings of the EPA Funded Local Food Local Places Study and addresses the Area of Strategic Focus Economic Development and the Strategies of Community and Economic Development. It also addresses IDEA Values and Environmental Sustainability. In 2019 the City of Frankfort received an EPA Local Foods; Local Places Technical Study Award and the results of that year-long study showed a need for a commercial kitchen in the Capital City. This planning grant would include site review, feasibility, and business modeling. This could include a potential "campus" co-location with a large community garden project being undertaken on 4 acres owned by FIS at 205 Meagher Avenue and Holmes Street. The Kitchen could allow nominal rentals by new entrepreneurs ideating small businesses around food and food justice. It could be monetized for farmers to use in processing and making ready raw foods for sale to local restaurants such as washing and bagging lettuce and other greens, processing squash for soups and casseroles, and much more. The \$100,000.00 does require a 25% match, however, we will utilize staff time as well as partnerships with local schools, the Franklin Center for Innovation and the Franklin County Farmers Market to cover a portion of the match.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

12.

Personnel Action	Employee	Department	Date	Position
Resignation	Justin Miley	PW/Solid Waste	3/29/22	Public Works Tech II -SW
Promotion	Annika Gillispie	E911	4/5/22	Telecommunicator TAC/TEAM
Promotion	Amanda Miller	E911	4/5/22	Telecommunicator TAC/TEAM
Promotion	Steven Standifer	E911	4/5/22	Telecommunicator TAC/TEAM
Appointment	Arron Finnell	PW/Solid Waste	5/3/22	PW Tech I

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 ORDINANCE NO. 13, 2021 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2021-2022”. This ordinance had its First Reading on March 28, 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; Adopt Ordinance

2. Second Reading

“AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES SECTION 120.02 RELATING TO LICENSING OF ESTABLISHMENTS WITHIN THE ENTERTAINMENT DESTINATION CENTER”. This ordinance had its First Reading on March 28, 2022. 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; Adopt Ordinance

3. Second Reading

“AN ORDINANCE OF THE CITY OF FRANKFORT, KENTUCKY (THE “CITY”) ESTABLISHING A LOCAL DEVELOPMENT AREA FOR ECONOMIC DEVELOPMENT PURPOSES WITHIN THE CITY OF FRANKFORT, KENTUCKY, TO BE KNOWN AS THE PADDOCKS OF FRANKFORT LOCAL DEVELOPMENT AREA (THE “LOCAL DEVELOPMENT AREA”); APPROVING A LOCAL DEVELOPMENT AREA AGREEMENT; ESTABLISHING AN INCREMENTAL TAX SPECIAL FUND FOR PAYMENT OF REDEVELOPMENT ASSISTANCE; DESIGNATING THE DEPARTMENT OF FINANCE OF THE CITY OF FRANKFORT, KENTUCKY, AS THE AGENCY RESPONSIBLE FOR OVERSIGHT, ADMINISTRATION, AND IMPLEMENTATION OF THE LOCAL DEVELOPMENT AREA; AND AUTHORIZING THE MAYOR AND OTHER OFFICIALS TO TAKE SUCH

OTHER APPROPRIATE ACTIONS AS ARE NECESSARY OR REQUIRED IN CONNECTION WITH THE ESTABLISHMENT OF THE LOCAL DEVELOPMENT AREA". This ordinance had its First Reading on April 11, 2022. Summary: This ordinance a) establishes the Paddocks of Frankfort Local Development Area for economic development purposes within the City of Frankfort; b) approves a Local Development Area Agreement; c) establishes an incremental tax special fund for payment of redevelopment assistance; d) designates the City Finance Department as the agency responsible for oversight, administration, and implementation; and e) authorizes the Mayor and other officials to take appropriate action connected with the Development Area.

Attachments: Ordinance & Exhibits

Suggested Disposition: Receive and File; Adopt Ordinance

4. Enterprise Fleet Management, Inc.

The purpose of this agenda item is to seek Board of Commission (BOC) approval to enter into a contract with Enterprise Fleet Management, Inc. (EFM) to lease / finance new vehicles for various Departments throughout the City of Frankfort and to utilize the new vehicle maintenance and City owned vehicles maintenance and monitoring programs offered by EFM and authorize the Mayor to sign the Master Equity Lease Agreement and all other related agreements and documents.

Attachments: Memo, Master Equity Lease Agreement, Amendment to Master Equity Lease Agreement, Full Maintenance Agreement, Amendment to Full Maintenance Agreement, Company Owned Vehicle Service Agreement, Government Credit Application

Suggested Disposition: Receive and File; Approve

5. "A RESOLUTION IN SUPPORT OF FUNDING AN ARCHITECTURAL/ ENGINEERING ASSESSMENT AND REPORT REGARDING THE EXUM CENTER INDOOR SWIMMING FACILITY AT KENTUCKY STATE UNIVERSITY"

Attachments: Memo, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

6. Recreational Trails Grant Application and Resolution – Grants/Parks

Staff requests approval to apply for grant funds for a trail expansion under the 2022 Recreational Trails Grant Programs and to authorize the Mayor to execute all grant documents pertaining to this application. RTP funding focuses on trail connections and recreational opportunities. Staff would like to request authorization to apply for RTP funding for the implementation an 8 foot shared path along Schenkel Lane to connect several neighborhoods with one another and Cove Spring Nature Preserve. Representatives from Walk/Bike Frankfort and staff met last year to discuss several trail options. The Schenkel Lane project was selected by the group and the City applied for funding in 2021. Due to the number of applications and limited funding, our project was not selected for funding. After speaking with representatives from the Department of Local Government, staff has increased the length of the trail and made adjustments to materials to decrease the cost of the project to make it more competitive. The Department for Local Government has now opened a funding round for 2022 and staff would like to re-apply for this project in the amount not to exceed \$200,000.00. The City would be requesting a \$160,000.00 grant and would be responsible for a \$40,000 match of cash or in-kind services.

Attachments: Memo, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

7. Land and Water Program Grant Application and Resolution – Grants/Parks

Staff requests approval to apply for grant funds for improvements to East Frankfort Park on the east side of Frankfort off Hickory Drive and close to KSU under the 2022 Land and Water Conservation Program and to authorize the Mayor to execute all grant documents pertaining to this application. In 2021 the Frankfort City Commission adopted the Frankfort Parks Master Plan. The Parks Master Plan includes several upgrades and improvements to the East Frankfort Park including playground equipment and sports courts. The Department for Local Government has now opened a funding round for its Land and Water Conservation Fund and staff would like to apply for this project for an amount not to exceed \$500,000.00. The City is required to provide a 50% match which would be \$250,000.00. The match can be made up of cash or in-kind services.

Attachments: Memo, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

11. Fire Station One Final Design Approval

The purpose of this memo is to request the Board of Commissioners finalize Fire Station One's design to be a two-story structure and not proceed any further with designing a third floor.

Attachments: Memo

Suggested Disposition: Receive and File; Approval

NEW BUSINESS

UNFINISHED BUSINESS

ADJOURNMENT