

City of Frankfort

Capital of Kentucky

315 West Second Street, P.O. Box 697
Frankfort, Kentucky 40602
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www.frankfort.ky.gov

Mayor
William I. May, Jr.

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

4-24-20

NOTICE SPECIAL MEETING VIA VIDEO TELECONFERENCE

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Frankfort due to the global COVID-19 pandemic, and in accordance with recommended and mandated precautions related thereto and Kentucky Opinion of the Attorney General 20-05, the following Meeting Notice is issued:

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, April 27, 2020, at 5:00 p.m., in the Frankfort/Franklin County Emergency Operations Center, 300 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, April 27, 2020. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. One or more members of the Board of Commissioners will participate via Skype or a similar video conferencing system. The primary location will be in the Frankfort/Franklin County Emergency Operations Center, 300 West Second Street.

Per KY Attorney General Opinion 20-05, **public attendance will not be permitted** at this meeting because, due to the highly contagious nature of COVID-19, it is not feasible for the City to provide a central physical location for public viewing. Public comments on **agenda items only** will still be accepted for the meeting, by emailing comments to bhecker@frankfort.ky.gov by Monday, April 27 at 4:00 PM.

The meeting will be broadcast via Frankfort Plant Board Cable 10 Live and Facebook Live: Frankfort, Kentucky - City Hall www.facebook.com/CityofFrankfortKY/.

Please see www.frankfortema.org for additional information.



Mayor

AMENDED AGENDA

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

APRIL 27, 2020
5:00 PM

ROLL CALL

Presentation

Presentation concerning a potential Fort Hill Easement
Bluegrass Land Conservancy – Ashley Greathouse

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 9, 2020 Work Session; March 23, 2020 Special Regular Meeting

2. Arts and Cultural Master Plan Consultant Recommendation – Grants

Staff requests authorization to award a contract to Designing Local for the creation of a Frankfort Arts and Cultural Master Plan. This recommendation comes from an Arts and Cultural Master Plan committee made up of City staff, local artists and representatives of DFI and the Tourism Commission. In 2018 the City applied for a National Endowment of the Arts Our Town grant to create an Arts and Cultural Master Plan. The application listed DFI as the City's partner and local artists as well as the Tourism Commission as contributors to the project. We were informed in 2019 that we had received funding in the amount of \$25,000 and a required \$25,000 match from the City. An RFP was released in late 2019 and resulted in three proposals which were all over our budget. An updated RFP was sent out in early February and we received two proposals which were both within our budget. A committee of City staff, local artists and representatives from DFI and the Tourism Commission reviewed and ranked the proposals. Although both proposals were comprehensive the Committee felt Designing Local was the best fit for Frankfort. The \$25,000.00 match has been included in the current budget. Staff recommends authorization to award the Arts and Cultural Master Plan contract to Designing Local.

Attachments: Memo, Proposals

Suggested Disposition: Receive and File; Approve

3. 2020 BUILD Grant Application- Grants

Staff requests authorization to apply for 2020 "Better Utilizing Investments to Leverage Development" (BUILD) application to the U.S. Department of Transportation (DOT). Frankfort seeks BUILD planning dollars to support the revitalization of its Holmes Street Corridor, an economically-distressed area that serves as an entry to the community from the east and north. DOT assistance will help the City to prepare for infrastructure improvements that will calm traffic, enhance pedestrian opportunities, improve safety, promote economic development, and connect with previous TIGER-funded upgrades. The Department of Transportation's National Infrastructure Investments is currently accepting applications for projects for the 2020 BUILD Program. The City of Frankfort is defined as a Rural Area. A Rural Area is defined as any area not in an Urbanized Area which is defined by the Census Bureau as an area that contains 50,000 or more people.

BUILD grants are discretionary grants that include highway and bridge projects, public transportation projects, freight rail, high-speed rail and port infrastructure. Priority projects will include State of Good Repair (improving condition of existing transportation systems), Economic Competitiveness, Quality of Life, Environmental Sustainability and Safety. Staff would like to apply for funding for a Planning Grant for the Holmes Street Corridor. The Holmes Street Corridor encompasses 25 city blocks. Approximately 2 miles in length, the neighborhood is extremely diverse, with a mix of housing, commercial and industrial uses. This area of disinvestment has significant potential, with large tracts of underutilized land. The Census Tract was recently designated as an Opportunity Zone by Kentucky Governor Matt Bevin. Frankfort's comprehensive plan also identifies reconstruction of Holmes Street as a top priority. The project estimate is \$770,000. The request for funding is approximately \$616,000 with the City contributing a \$154,000 which can be cash or in-kind services. Although there is no match requirement for rural projects, to be competitive the city should expect to contribute match in cash or with in-kind infrastructure improvements.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

4. KSU After School Program MOU – Police

To authorize the Mayor to execute a Memorandum of Understanding between Kentucky State University and the City of Frankfort, whereby the City of Frankfort’s Police Department will assist Kentucky State University in performing the U. S. Office of Minority Health Grant-entitled “Please Call Me Mister: An Afterschool Mentoring Program for African American and Hispanic Males”. The MOU is for a term of four years, although it can be terminated upon 30 days prior written notice. This program is an excellent opportunity for the Frankfort Police Department to collaborate with Kentucky State University. The fiscal impact will be minimal, mostly limited to work hours for members of the department. Approve and authorize the Mayor to sign the MOU.

Attachments: Memo, KSU Abstract, Memorandum of Understanding (MOU)
Suggested Disposition: Receive and File; Approve

5. Military Rates for the Juniper Hill Golf Course – Parks & Recreation

The purpose of this agenda item is to seek Commission approval for the Parks Department to create military discounted rates for the Golf Course and the Aquatic Center, beginning May 1st, 2020, and approval for the Mayor to sign any related documents. In past commission meetings, the Parks Department received recommendations to look at the possibilities of adding military rates to the golf course and the aquatic center. The Parks Department discussed internally with staff and researched other courses and aquatic centers and developed suggested rates to offer for each respective facilities. The proposed rates were presented at a recent Commission Work Session. The attached rates were suggested as fair and reasonable. With approval, Parks will implement these rates, effective May 1st, 2020.

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

6. Hard Drive Shredder - Public Works/Solid Waste

The Solid Waste Division of Public Works is seeking Commission approval to purchase a hard drive shredder and authorize the Mayor to sign any related documents. The Recycling Division has offered an e-scrap/electronic drop off at Recycle center since 2010. They are currently drilling hard drives for anyone that makes that request. They also receive multiple boxes of hard drives each year from the AOC and other agencies that would like those shredded instead of drilled. Currently the City’s IT and Police Dept. must shred any hard drives they dispose of and to do so they must be taken to Louisville and pay another company for this service. With the purchase of this shredder IT and FPD will be able to have their hard drives shredded by City Recycling staff. The funding for this was awarded to the City from the 2019-2020 Kentucky Recycling Program in the amount of \$18,950.00 for purchase of this shredder. The Recycling Division would like to request approval for the purchase of the Shredder from Security Engineered Machinery Co. In. 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 \$180,000, which more than meets the 25% match requirement. It is my recommendation that the City Commission approve the purchase of the Hard drive Shredder. The funds of \$18,950.00 to make the purchase received from the 2019-2020 Kentucky Recycling Grant Program and a match for these funds is met with the payroll of the Recycling employees. Personnel costs exceed the 25% match requirement for the grant, there would be no additional cash match required.

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

7. Collins Lane Storm Sewer project – Public Works

The Purpose of this memo is to request approval to award the Collins Lane Storm Sewer project to “Free Contracting, Inc.” in the amount of \$580,510.00, and for the Mayor to sign all related documents. Bids were opened on March 26, 2020 and 4 bids were received. The bids were as follows (bid summary attached).

Free Contracting Inc.	\$580,510.00
Lagco, Inc.	\$604,572.00
Woodall Construction Co., Inc.	\$691,930.00
Basham Construction and Rental Co., Inc.	\$756,000.00

This project will address yard flooding in back yards along Collins Lane. It will install 1200 linear feet of pipe and 9 catch basins. Due to the location of other utilities and the depth of the storm sewer work, Collins Lane will need to be temporarily closed between Reed Drive and Bluegrass Avenue. Information will be mailed to residents affected by the construction and street closure. Local access will be maintained at all times, and a detour will be in place. The project completion is set for 45 calendar days from the Notice to Proceed. The Notice to Proceed will be issued at the pre-construction meeting after approval by the commission. This project is funded by a State Revolving Fund (SRF) low interest loan through the Kentucky Infrastructure Authority (KIA).

The Stormwater improvement project is phase 2 of the project. Phase 1 has been completed by the Sewer Department. The funds remaining on the loan amount to \$568,337.00. The balance of \$12,173.00 will be paid from the Stormwater account.

Attachments: Memo, Bid Tabs, Engineer's Recommendation Letter, Contract
Suggested Disposition: Receive and File; Approve

8. Ambulance Supplemental Payment Program Contract – Fire

The Purpose of this memorandum is to request the Board of Commissioners approve a professional service contract with Public Consulting Group, Inc. to implement and administer an Ambulance Supplemental Payment Program for the Frankfort Fire Department to increase Medicaid reimbursement funds and to authorize the Mayor to sign all related documents. Currently, when the Fire Department transports a Medicaid-eligible patient, it does so at a significant financial loss. Current reimbursement rates for these patients are approximately \$150 per transport, nearly an 88% reduction against our current billing rates. However, as a governmental provider, federal rules will allow the Fire Department to receive a supplemental Medicaid payment that will help offset the costs related to providing services to Medicaid clients. Through a well-designed Ambulance Supplemental Payment Program (ASPP) that complies with all state and federal regulations, the Fire Department will be able to leverage existing EMS expenditures to generate Medicaid revenue in addition to what is currently realized via billings. This could generate additional funding to help reduce the gap between the costs of providing services to Medicaid clients and recovering Medicaid payment. This contract will allow PCG to design and develop a fully functioning Medicaid ASPP for the Fire Department as specified with the attached contract. The term on the contract is for three (3) full or twelve-month Medicaid cost reporting periods with a contingency fee of Twelve Percent (12%). The Twelve Percent (12%) is based on federal share portion of the payments received under the ASPP program. Budget impact at this point is difficult to estimate. However, in the early assessment, the Fire Department could witness a conservative estimated 175K in additional net billing revenue.

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

9. Contract Extension with Coyle & Associates- Sewer

The purpose of this memo is to recommend a contract extension of a Professional Services Agreement with Coyle & Associates for assistance with department projects in the absence of the Senior Engineer and Water Quality Engineer and to authorize the Mayor to sign any related documents. The plant has many projects that are either in construction, design or planning phase. With the departure of the Senior Engineer and Water Quality Engineer, this has made those projects to be distributed among department staff that has a full plate of projects themselves. The budget impact will be minimal as the Department has not been paying the salary for a Deputy Director or Design Engineer, the department should be able to make up the difference. The other part that will help cover the cost is that Elizabeth does not require insurance nor does the City have to pay into the pension system for her services. I recommend that the Mayor and City Commission approve the Professional Services Agreement with Coyle & Associates.

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

10. CARES Act Emergency Relief Funding – Fire

The purpose of this Memorandum is to request the Board of Commissioners approve the acceptance of emergency relief funding, as provided by the CARES Act, in the amount of \$39,849 and authorize the Mayor to sign all related documents. The Federal Government is providing support to healthcare providers fighting the COVID-19 pandemic. On March 27, 2020, the President signed the CARES Act that provided \$100 billion in relief funds to hospitals and other healthcare providers on the front lines of the coronavirus response. This funding is to support healthcare-related expenses or lost revenue attributable to COVID-19 and to ensure uninsured Americans can get testing and treatment for COVID-19. Within the CARES Act, \$50 billion of the Provider Relief Fund is allocated for general distribution to Medicare facilities and providers impacted by COVID-19, based on eligible providers' 2018 net patient revenue. An initial \$30 billion was distributed between April, and the remaining \$20 billion is being distributed beginning Friday, April 24. As a Medicare healthcare provider, Frankfort Fire Department received \$39,849 on April 10, 2020 as part of this initiative. These funds must be used to "prevent, prepare for, and respond to coronavirus for health care related expenses or lost revenues that are attributable to coronavirus. While there are stipulations regarding acceptance, after review by legal, discussions with our EMS billing agency, there is no significant negative impact identified. These funds will be utilized to further enhance our ability to purchase, stockpile, and plan for future Covid-19 response in the coming months and year. There is no time limit imposed on fund spending at this time; however, as this pandemic remains a fluid situation, additional information or restrictions could be mandated in the future. A Budget revenue impact in the amount of \$39,849 will be achieved upon signatures. Also, these funds are restricted to EMS spending for past, current, and future Covid-19 expenditures in the amount not to exceed \$39,849.

Attachments: Memo, terms and conditions
Suggested Disposition: Receive and File; Approve

11.

Personnel Action	Employee	Department	Date	Position
Appointment	Kenneth Blair	Fire	4/28/20	Firefighter II
Appointment	Kyron Warren	Fire	4/28/20	Firefighter II
Appointment	Alicia Boyd	Finance	5/12/20	Finance Director
Appointment	Michael Hesse	Sewer	6/9/20	Design Engineer
Demotion	Kellie DeRossette	Police/E911	4/28/20	Telecommunicator II TAC to Telecommunicator II
Resignation	Yvonne Hulker	Police/E911	4/20/20	Telecommunicator II TAC Authorize payout of accrued leave
Promotion	Albert Woodrum	Police/E911	4/28/20	Telecommunicator I to Telecommunicator I TAC
Promotion	Courtney Fallis	Police/E911	4/21/20	Telecommunicator II to Telecommunicator II TAC

Attachments: Memo regarding demotion, Hulker resignation letter
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 CHAPTER 74, SCHEDULE I, ONE-WAY STREETS OF THE CITY OF FRANKFORT CODE OF ORDINANCES”. This ordinance had its First Reading on March 23, 2020. Summary: This ordinance amends Chapter 74, Section I of the City of Frankfort Code of Ordinances and provides that West Main Street between Ann Street to Wilkinson Blvd. going west between Ann Street and Wilkinson Blvd will no longer be a one-way street. The effective date of this Ordinance Amendment shall be upon completion of all construction converting West Main Street to Two-Way.

Attachments: Ordinance
Suggested Disposition: Receive and File; Adopt Ordinance

2. Second Reading

“AN ORDINANCE REZONING PROPERTY located near the intersection of East Main Street and Aspen Avenue with the addresses of 702 and 706 East Main Street, more specifically described as PVA map numbers 074-41-08-011.00, 074-41-08-010.00 and 074-41-08-009.00, from Professional Office District (PO) to General Commercial District (CG)”. This ordinance had its First Reading on March 23, 2020. Summary: This ordinance approves a zone map amendment for the property located at the intersection of East Main Street and Aspen Avenue with the addresses of 702 and 706 East Main Street more specifically described as PVA map Numbers 074-41-08-011.00, 074-41-08-010.00 and 074-41-08-009.00, from Professional Office District (PO) to General Commercial District (CG).

Attachments: Memo, Ordinance, Legal Description, Staff Report, Planning Commission Minutes 2/13/20
Suggested Disposition: Receive and File; Adopt Ordinance

3. Second Reading

“AN ORDINANCE TO AMEND THE CITY OF FRANKFORT’S CODE OF ORDINANCES – CHAPTER 152 – BY AMENDING THE CITY OF FRANKFORT’S ZONING REGULATIONS; ARTICLE 19, SUBSECTION , 19.07- HOME OCCUPATIONS”. This ordinance had its First Reading on March 23, 2020. Summary: This ordinance amends the City’s Zoning Ordinance, Article 19.07-to amend the City’s regulations on Home Occupations.

Attachments: Memo, Ordinance, Staff Report, Planning Commission Minutes 2/13/20
Suggested Disposition: Receive and File; Adopt Ordinance

4. Second Reading

“AN ORDINANCE TO AMEND THE CITY OF FRANKFORT’S CODE OF ORDINANCES – CHAPTER 152 – BY AMENDING THE CITY OF FRANKFORT’S ZONING REGULATIONS; ARTICLE 3, AND ARTICLES 4.114, 4.124, 4.134 AND 4.144 TO INCLUDE STREET SIDE SETBACKS”. This ordinance had its First Reading on March 23, 2020. Summary: This ordinance amends the City's Zoning Ordinance, Article 3 and Articles 4.114, 4.124, 4.134 and 4.144-to amend the City's Zoning Ordinance to include Street Side Setbacks.

Attachments: Memo, Ordinance, Staff Report, Planning Commission Minutes 2/13/20
Suggested Disposition: Receive and File; Adopt Ordinance

5. Second Reading

“AN ORDINANCE AMENDING SECTION 90.23(B) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO THE HUMANE SOCIETY TRAP, NEUTER AND RELEASE PILOT PROGRAM”. This ordinance had its First Reading on April 13, 2020. Summary: This ordinance amends Section 90.23(B) of the City of Frankfort Code of Ordinances to extend the pilot program whereby the Humane Society traps, neuters and releases feral cats within the city for an additional year from May 1, 2020.

Attachments: Memo, Ordinance, FCHS TNR Report
Suggested Disposition: Receive and File; Adopt Ordinance

6. First Reading

“AN ORDINANCE AMENDING SECTIONS 91.15, AND 91.16 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO CHAPTER 91, STREETS AND SIDEWALKS”. Summary: This ordinance amends Section 91.15 of the City of Frankfort Code of Ordinances to incorporated by reference the 2020 version of the Right-of-Way Standard; delete unnecessary permits and fees; increase permit fees for street/sidewalk closure, driveway, sidewalk, storage pod, dumpster, temporary parking and general permits from \$20 to \$25 each; and add a \$150 refundable deposit for Lighted Barricade Rental. The ordinance further amends Section 91.16 to increase the fee for damaging or excavating pavement to the pavement repair estimate plus 15% (increased from 10%). This Ordinance shall take effect on _____, 2020.

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

7. Kentucky Office of Homeland Security (KOHS) MOU with the City of Frankfort – Legal

Authorization for the Mayor to sign all related documents that direct a portion of the federally funded State Homeland Security Grant Program (SHSGP) to the Kentucky Intelligence Fusion Center.

Attachments: Letter from KOHS, MOU
Suggested Disposition: Receive and File; Approve

8. KOHS Law Enforcement Protection Program Grant & Resolution – Police

This memo is for requesting authorization for the Police Department to apply for the 2020 Kentucky Office of Homeland Security Grant (KOHS) for the purchase of body armor and ammunition and to allow the Mayor to sign all related documents. The KOHS has grant funds available under the Law Enforcement Protections Program for body armor, ammunition, and other related items. The manufacturer's warranty on body armor is for five years and we have three (3) officers that will need replacement vests in the next budget year. Ammunition is annually purchased due to qualification requirements, minimum firearms proficiency, accreditation and Kentucky League of Cities' best practices. The LEPP grant will reimburse the City up to \$665 per body armor vest. The three (3) vests will cost the city \$2,160.00. We will be requesting \$1,995.00. The grant will also reimburse the City for up to 500 rounds per officer per weapon. We will be requesting \$17,673.10 for the ammo reimbursement. Staff recommends approval of the request to file the applications for the Kentucky Office of Homeland Security LEPP Grant and direct the Mayor to sign all related documents.

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

9. Parks Master Plan

10. Upgrades at Capital View Park including but not limited to lighting, sewer upgrades, upgrades to fields, concession building (s) and restroom facilities

11. Portable stage

ADJOURNMENT