

PRESENT: Commissioner Katrisha Waldrige
Commissioner Kyle Thompson
Commissioner Kelly May
Commissioner Leesa Unger – Via GoToMeeting
Mayor Layne Wilkerson (5)

ABSENT: None (0)

Following roll call, Mayor Wilkerson called the meeting to order. The invocation was given by Dr. Marian Taylor – Pastor, South Frankfort Presbyterian Church. The Pledge of Allegiance was recited.

Note: There were no citizen comments.

Presentation

Cathy Lindsey of the Frankfort Plant Board spoke about the Emergency Broadband Benefit that is currently being offered which can save you up to \$50.00 on your FPB Internet bill if you qualify. Visit the website at www.FPB.CC/EBB.

Ceremonial Items

Mayor Wilkerson and Wayne Briscoe, Fire Chief, offered their congratulations to both Chuck Crittenden and Brad Kays who are retiring from the Fire Department following 19 years of service.

Consent Calendar

The following miscellaneous and personnel items were presented:

1. Minutes – June 7, 2021 Special Meeting; June 14, 2021 Work Session; June 17, 2021 Special Meeting; June 28, 2021 Regular Meeting

2. Brighton Landmark, LLC – Public Works

Authorized a Memorandum of Understanding (MOU) between the City, Franklin County and Brighton Landmark LLC for cleaning out the existing detention basin on Brighton Landmark LLC property on Brighton Park Blvd, and authorized the Mayor to sign all related documents. The City and County have been in discussions with Brighton Landmark LLC regarding maintenance of the detention basin near the intersection of Brighton Park Blvd and the access road to Kroger's parking lot. The basin is overgrown with trees and brush, and soil has deposited in the basin over the years. Once cleaned out, the function of the basin could be improved, analyzed and modified if needed to help protect downstream. In order to expedite the process, the City and County will clean out the basin in accordance with the terms in the MOU. The long term maintenance will be the responsibility of Brighton Landmark. Expenses for the City's portion of labor and equipment will be approximately \$8,000.00.

3. Street Resurfacing Contract - Flynn – Public Works

Authorized the acceptance of the 2021-2022 Street Resurfacing Program Contract proposal from Flynn Brothers Contracting, Inc (Flynn Brothers) and authorize the Mayor to sign all related documents. In June, 2020 the Public Works Department awarded the Street Resurfacing Program Contract (Bid No. 2020212-535) to Flynn Brothers, the lowest of three bidders. This contract allows for a 1 year extension of services with Flynn Brothers under the same terms and conditions, subject to renegotiation of itemized prices. Flynn Brothers does wish to extend the contract for an additional year. The table below compares the unit prices approved in 2021 and the proposed unit prices for the upcoming year.

	2021 Accepted Unit Price	2022 Proposed Unit Price
Asphalt Pavement Milling & Texturing	\$12.00 per ton	\$16.00 per ton
Bituminous Asphalt Surface	\$63.00 per ton	\$66.00 per ton
Bituminous Asphalt Base	\$135.00 per ton	\$140.00 per ton
Bituminous Tack Coat	\$2.50 per gal	\$2.50 per gal
Excavate and Replace 10" Base Course	\$30.00 per square yard	\$35.00 per square yard

The approved budget for FY2022 includes \$300,000 from Municipal Aid (535.00.51100) to fund the work performed under this contract.

4. Sidewalk Hazard Repairs/Concrete Projects UPC 2202101-535 – Public Works

Authorized the award of the Concrete Projects UPC contract to ADE Contracting (ADE), spend up to \$250,000 with ADE for the repair of damaged sidewalks at multiple locations throughout the City of Frankfort, and authorize the Mayor to sign all related documents. Public Works recently bid out the Concrete Projects Unit Price Contract. One bid proposal was received from ADE Contracting. This proposal is attached. All potential sidewalk work will be inspected prior to taking any action. Prioritization of projects will be determined using the 2010 Sidewalk Policy. The First Priority in the 2010 Sidewalk Policy reads:

Severely damaged (hazardous) Public Sidewalk or Public Sidewalks that are non-compliant with the current ADA regulations; including Public Sidewalks with vertical offsets at joints larger than 1/2 inch, intersecting cracks in one panel subject to displacement, and settlement in Public Sidewalks larger than 4 inches in an 8 foot span.

Contractors will be paid based upon actual quantities installed as verified in the field. The approved budget for FY2022 includes \$250,000 from Municipal Aid (535.00.51100) to fund the work performed under this contract.

5. Thorobred Trail Change Order #1 – Public Works

Authorized a Change Order for Colston Paving in the amount of **\$35,100.84** on the Thorobred Trail project, and authorized the Mayor to sign all related documents. The City of Frankfort received a grant in the amount of \$560,400.00 and the City committed a local match of \$140,100, for a total of \$700,500 for the design and construction of the Thorobred Trail. The City's match was budgeted for in the Capital Improvements Account. Colston Paving was awarded the project for the amount of \$579,973.00 in November 2020. Strand Associates has a Professional Services Agreement in the amount of \$90,200. Therefore, a total of \$30,327 remains in the project. The City of Frankfort Parks Department is installing a handrail adjacent to the trail through a separate contract. This handrail will require a solid foundation to mount into along a portion of the trail. Since the existing conditions do not provide an acceptable foundation, a portion of the trail will be widened 2 feet and constructed as a thickened concrete slab, rather than asphalt. The cost adjustment for this change is \$35,100.84. This change order request would deplete the project funds and require an additional \$4,773.84 which is available in the budget for the handrail portion of the project. Funds from the grant as well as funding for this additional amount are available in the Capital Improvement account, number 530.90.56551.

6. FPB Easement Request – Legal

Authorized the City to allow the Frankfort Electric and Water Plant Board (FPB) to place a pole for an AMI base on the City's property at 2601 Bald Knob Road. Hance Price, General Counsel for the FPB reached out to the City Solicitor to inquire about allowing FPB to place a pole on the City's property at 2601 Bald Knob Road for installation of a base station for automated metering equipment to read its meters and transmit the meter data back to their office. For the BOC to allow the Mayor to sign the attached Easement allowing FPB to place a pole on the City's property at 2601 Bald Knob Road for installation of a base station for automated metering equipment to read its meters and transmit the meter data back to their office.

7. The following personnel items were presented:

- Retirement of Chuck Crittenden in the Fire/EMS Department as Fire Sergeant and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of John Lowe in the Fire/EMS Department as Firefighter III and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Michael Billings in the Fire/EMS Department as Fire Captain and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Michael Ferguson in the Fire/EMS Department as Fire Sergeant and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Alan Jaques in the Fire/EMS Department as Fire Captain and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Brad Kays in the Fire/EMS Department as Fire Captain and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Jason Combs in the Fire/EMS Department as Firefighter III and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of John Crum in the Fire/EMS Department as Fire Sergeant and to authorize payout of accrued leave, effective 7/31/21 (Fire/EMS).
- Retirement of Freddy Doss in the Public Works Department as PW Tech III and to authorize payout of accrued leave, effective 7/31/21 (PW).
- Retirement of Paul Wise in the Police Department as Patrol Officer III and to authorize payout of accrued leave, effective 7/31/21 (Police).
- Resignation of Cory Porter in the Police Department as Patrol Officer I, effective 7/1/21 (Police).
- Appointment of Andrew Brewer in the Fire/EMS Department as Firefighter II, effective 8/3/21 (Fire/EMS).
- Appointment of Eleanor Hasken-Wagner in the Parks and Recreation Department as Museum and Historic Sites Supervisor, effective 8/3/21 (Parks & Rec).
- Appointment of Shayla Durham in the Police/E911 Department as Telecommunicator I, effective 7/1/21 (Police/E911).
- Appointment of Rodney Murphy in the Sewer Department as Maintenance Tech I, effective 7/20/21 (Sewer).
- Appointment of Kyle Boone in the Sewer Department as Maintenance Tech I, effective 7/20/21 (Sewer).
- Transfer of Clarence Oliver from Transit Driver to Sewer Tech III, effective 7/20/21 (Sewer).
- Promotion of Shawn Flora in the Fire/EMS Department from Sergeant to Captain, effective 8/3/21 (Fire/EMS).
- Promotion of Shawn Jon Penfield in the Fire/EMS Department from Firefighter III to Sergeant, effective 8/3/21 (Fire/EMS).
- Promotion of Codie Rich in the Fire/EMS Department from Firefighter II to Sergeant, effective 8/3/21 (Fire/EMS).
- Promotion of Kenneth Keith in the Police Department from Lieutenant to Captain, effective 8/31/21 (Police).
- Promotion of Josh McConnell in the Police Department from Patrol Officer II to Sergeant, effective 9/28/21 (Police).
- Voluntary Demotion of Daniel Fey in the Sewer Department from Collection Superintendent to Field Inspector II, effective 7/27/21 (Sewer).
- Voluntary Demotion of Joel Dunmire in the Police Department from Captain to Lieutenant, effective 8/31/21 (Police).

It was moved by Commissioner Waldrige, seconded by Commissioner May, that items of the Consent Agenda be adopted. All members being present, the motion to approve the consent agenda was adopted by voice vote without objection.

Boards

1. Frankfort-Franklin County Planning Commission – Appointment of Brent Sweger, expiring 7-1-25.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to accept the Mayor's recommendation. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Action Items

1. Second Reading

“AN ORDINANCE ESTABLISHING PROCEDURES FOR PERMITTING AND OPERATING COMMERCIAL QUADRICYCLE BUSINESSES WITHIN THE CITY OF FRANKFORT”.

Prior to the second reading there was a brief discussion regarding revisions required to the ordinance including access to state roads. It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to remove from Action Items and bring to the August meeting. The motion was adopted by voice vote.

2. Second Reading

“AN ORDINANCE AMENDING SECTION 111.40 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO ALCOHOLIC BEVERAGE LICENSES”. This ordinance had its First Reading on June 28, 2021. Summary: This ordinance amends Section 111.40 of the City of Frankfort Code of Ordinances regarding alcoholic beverage licenses to add an authorized public consumption license with a fee of \$250.00; to change the rectifier’s license from a single \$1,500 fee to a Class A fee of \$3,000 and Class B fee of \$960.00; to delete the brew on premises license which has been eliminated from state law; and to add provisions regarding fees for supplemental bar licenses (the same as the fee for the primary drink license, and no charge in excess of five).

It was moved by Commissioner May, seconded by Commissioner Waldrige, to adopt the ordinance. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 15, 2021 Series).

3. Second Reading

“AN ORDINANCE AMENDING SECTION 37.12(A) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO HOLIDAY PAY AND HOLIDAY LEAVE”. This ordinance had its First Reading on June 28, 2021. Summary: This ordinance amends Section 37.12(A) of the City of Frankfort Code of Ordinances regarding holidays to declare the nineteenth of June (“Juneteenth”) as a City holiday during which the public offices of the City shall be closed.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to adopt the ordinance. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 16, 2021 Series).

4. Second Reading

“AN ORDINANCE AMENDING SECTIONS 111.15 and 111.21 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO REGULATORY LICENSES AND ITINERANT MERCHANTS”. This ordinance had its First Reading on June 28, 2021. Summary: This ordinance amends Section 111.15 of the City of Frankfort Code of Ordinances to recognize potential exceptions to the requirement that a business license fee must be paid in addition to any regulatory license fee; and amends Section 111.21 to 1) apply a one-time group itinerant merchants license fee of \$250 to any event, including any permitted special event, within the City, applicable to vendors selling goods, wares or merchandise, including food or alcohol; 2) require a separate license for each event and authorize sales only at said event; 3) require request and payment for the license to be made at least ten (10) days prior to the start of the event unless the ten (10) day period is appropriately waived by the City Manager, and expire upon conclusion of the event; and 4) include a qualified new business license fee exemption. The previous provision authorizing a \$150.00 group license fee applicable only to food and alcohol vendors at charitable fundraising or governmental civil events is repealed.

It was moved by Commissioner May, seconded by Commissioner Waldrige, to adopt the ordinance. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 17, 2021 Series).

5. 2021 JAG Allocation & MOU – Grants

Staff requests the City Commission to authorize the filing of a 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$12,865.00 for Community Policing and to authorize the Mayor to sign all grant documents including a Memorandum of Agreement with the Franklin County Fiscal Court. The City and County have received JAG allocations for the past several years. Both entities have alternated the utilization of the funds every other year. The 2021 allocation of \$12,865.00 is scheduled to be utilized by the City of Frankfort’s Police Department for Community Policing. The City must enter into a Memorandum of Agreement with the County in order to move forward with the grant application. The JAG funds do not require a match from the City. There should be no impact to the budget. Once approval is given, the Chief of Police and Grants Manager will work together to complete the on-line application for JAG funding in the amount of \$12,865.00.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to approve the filing of the JAG Grant. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The motion was thereupon adopted.

6. Frankfort Police Department Handgun Surplus Order

The purpose of this agenda item is to seek Commission approval to declare two (2) city owned handguns as surplus for buy back by retired Detective Paul Wise. Frankfort Code of Ordinances 40.03 (B) allows for the purchase of service weapons by retired officers. Retiring Detective Paul Wise has expressed interest in purchasing his city service weapons retirement. In order to complete the transaction to permit the retired officer to purchase in these weapons, the weapons must be declared surplus by the City Commission. The form mentioned in 40.03 has been completed and is on file. As a matter of practice, the Police Department collects donated funds from current officers and staff to purchase a retiring officer’s service handguns. By the end of the service, these weapons are heavily used and diminished in value. The total fair market value is determined through websites that specialize in firearms market value. The total fair market buy back for these weapons is determined to be \$500. This amount has already been given to the Finance Department to reimburse the city for the cost of the handguns. The final step in completing this transaction is Commission approval to declare the following items as surplus property.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to adopt the order. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The order was thereupon adopted (Order No. 15, 2021 Series).

New Business/Unfinished Business

Commissioner Waldrige spoke about a Sunshine Center event on August 21, 2021 from 5-9 pm and would like for the City to purchase a table for \$400.00.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to purchase a table for up to \$400.00 at the Sunshine Center event. The question was put upon the motion and was adopted by voice vote.

Commissioner Waldrige expressed concern over the Fire Department retirements. Wayne Briscoe, Fire Chief, gave a brief update on recruitment.

Commissioner Thompson suggested that Chief Briscoe speak to Franklin County Schools and Frankfort Independent Schools to begin a recruitment program.

It was moved by Commissioner Waldrige, seconded by Commissioner May, to go into Executive Session per KRS 61.810(1)(f), personnel discussion which might lead to the discipline of an employee. The motion was adopted by voice vote. The meeting went into closed session at 5:49 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner May, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 6:30 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 6:34 p.m.

Mayor

Attest:

City Clerk