

NOTICE

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on January 23, 2023, 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 Board of Commissioners Council Chamber, 315 West Second Street.

315 W Second Street, Frankfort KY 40602
502-875-8500
www.frankfort.ky.gov

EQUAL OPPORTUNITY EMPLOYER
EQUAL HOUSING OPPORTUNITY



Layne Wilkerson, Mayor
Kelly May, Commissioner
Katrisha Waldrige, Commissioner
Leesa Unger, Commissioner
Kyle Thompson, Commissioner

AGENDA

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

www.frankfort.ky.gov

www.facebook.com/CityofFrankfortKY

January 23, 2023

5:00 PM

INVOCATION

Rabbi Litvin – Chabad of the Bluegrass

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL & RECOGNITION

The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individuals will be recognized:

Congratulations to Detective Guss Curtis who was honored as FPD's Officer of the Year, Dispatcher Abigail "Abby" Herald who was honored as the E911 Center's Dispatcher of the Year, Matt Stevens who was honored EMT of the Year and Anthony Poor who was honored Paramedic of the Year on January 17, 2023, by the VFW.

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, December 12, 2022; Regular Meeting, December 19, 2022**
- 2. 2023 Paul Bruhn Historic Preservation Sub-grant Program – Grants**

Staff requests permission to submit a grant application for the 2023 Paul Bruhn Historic Preservation Sub-grant Program funded through the National Park Service. The program is open to a limited number of participants including Certified Local Governments with a population under 50,000. The goal of the program is to support the rehabilitation of historic properties of significance in order to rehabilitate, protect, and foster economic development of rural communities through sub-grants for local properties. The 2023 Paul Bruhn Historic Preservation Sub-grant is currently open to CLGs with a population under 50,000 which makes Frankfort an eligible applicant. The grant will fund the rehabilitation of historic structures listed in or determined to be eligible for the National Register of Historic Places. Grants can range from \$300,000 to \$750,000 and there is no local match required although a match would make the application more competitive. This program could act as a hybrid to Frankfort's Neighborhood Reinvestment or Downtown Reinvestment Grant Programs. As the City is already administering these similar programs, staff feels the sub-grant program would be successful. The entire project will not exceed \$750,000. No match is required; however, our program can include a local match from property owners which would strengthen our grant application. Staff recommends allowing submittal of a 2023 Paul Bruhn Historic Preservation Sub-grant.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

3. Amendment No. 1 with Hazen – Willow Street Pump Station Force Main Relocation - Sewer

The purpose of this memo is to recommend Amendment No. 1 to the Professional Services Contract with Hazen for design of the Willow Street Pump Station Force Main Relocation and for the Mayor to sign all related documents. During the design of the East Frankfort Interceptor, concerns were raised due to the low flow that would be left on the Wilkinson Siphon. This line currently is a double barrel siphon to carry the flow from the East side of Frankfort. Once sanitary sewer flow is removed from this line there will not be enough flow to push the siphon. This project will redirect flow to alleviate the issue with the siphon. The East Frankfort Interceptor will alleviate several sanitary sewer overflows and open up the availability to accept more flow. In the process of the design for this project concerns were brought up about the Wilkinson Siphon not having enough flow. This project will redirect flow from the Willow Street Pump Station, which now goes to Mero Street Pump Station, and send it to the Wilkinson Siphon. This will also reduce the amount of sanitary sewer that is sent through the combined sewer system. During preliminary design, the existing Willow St sanitary pump station does not have adequate pumping capacity to convey the flow the Wilkinson Siphon as originally intended since the siphon operating pressure is greater than the existing pumps capacity. A new sanitary pump station will be designed to meet the project needs.

The existing sanitary pump station conveys a large amount of stormwater during rainfall events and assists in reducing flooding along the Holmes Street corridor. Public Works will accept the existing pump station and operate it as a stormwater pump station. A new stormwater force main will be evaluated to determine whether the flow should be discharged to the Mero Flood Pump Station and/or the Jones Flood Pump Station.

This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY23-24 Budget.

Original Contract	\$ 294,329.00
<u>Amendment No. 1</u>	<u>\$ 493,409.00</u>
Total	\$ 787,738.00

The Public Works contribution for the project is \$ 65,938.00. Sewer staff recommends approval.

Attachments: Memo, Detailed Engineering Proposal from Hazen, Amendment No. 1
Suggested Disposition: Receive and File; Approve

4. RAS Pump Replacement Construction Contract – Sewer

The purpose of this memo is to request approval for a construction contract with Herrick Company for the WWTP RAS Pump Replacement Project and to authorize the Mayor to sign all related documents. The Sewer Department replaced a single RAS pump last year to test a new dry well pump. The pump has exceeded the Sewer Departments expectations and staff budgeted the funds to replace the other three RAS pumps. The Sewer Department advertised the project to replace the three RAS pumps on November 20th and accepted bids on November 29th. Herrick Company was the only bidder - the bid came in at \$38,000.00 per pump for a total contract amount of \$114,400.00. Funds are available in account # 300.68.56555. This project has a line-item budget amount of \$250,000.00. Staff recommends approval.

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

5. Construction Contract – WWTP Slide Gate Replacement – Sewer

The purpose of this memo is to request approval for a construction contract with Herrick Company for the WWTP Slide Gate Replacement Project and to authorize the Mayor to sign all related documents. The Sewer Department has 6 gates that control how flow is diverted within the plant. All of these gates are original to the plant. The plant has had some issues out of these gates, and one has a broken stem. These gates have exceeded the useful life and need to be replaced. The Sewer Department advertised the project to replace the six slide gates on November 20th and accepted bids on November 29th. Herrick Company was the only bidder - the bid came in at \$23,000.00 per pump for a total contract amount of \$138,000.00. The project was scheduled to be completed over two years but was moved up due to the deterioration of the gates. Funds are available in account # 300.68.56555. This project has a line-item budget amount of \$75,000.00. The remaining funds will come out of the emergency funds. Staff recommends approval.

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

6. Sewer Extension Contract with Haddix Construction, LLC for Copperleaf Subdivision – Sewer

The purpose of this memorandum is to request the Board of Commissioners approval for a sewer extension contract with Haddix Construction, LLC. and for the Mayor to sign all related documents. The property is owned by P&N Properties, LLC. Haddix Construction, LLC is the Developer and wishes to construct a sewer extension for the development of that property. Both corporate entities are owned by the same individual. The Developer proposes to install 912' of 8" PVC SDR 35 main line pipe and four new manholes. The owner has met all of the requirements of the Sewer Department for this sanitary sewer extension. Staff recommends the Board of Commissioners approve the sewer extension contract with Haddix Construction, LLC.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

7. Professional Services Agreement with Qk4, Inc. – Sewer

The purpose of this memo is to recommend a Professional Services Agreement with Qk4, Inc. for assistance with department projects and to authorize the Mayor to sign all related documents. The Frankfort Sewer Department has been utilizing contract engineering services since 2018. FSD has been without these services over the past few months since Coyle & Associates canceled the contract earlier this year. FSD requested a proposal from Qk4, Inc. for engineering services and added survey work as well. FSD has many projects with easement needs and this additional service will make the process quicker. Qk4, Inc. can provide all of these services requested and FSD has had a very good relationship with the engineers that will be working on this project. These services are budgeted for FY 22-23. Staff recommends approval of the Professional Services Agreement with Qk4, Inc.

Attachments: Memo, Qk4 Proposal, Professional Services Agreement

Suggested Disposition: Receive and File; Approve

8. Operation Underground Railroad (OUR) and the Frankfort Police Department (FPD) Memorandum of Understanding (MOU) – Police

To authorize the Mayor to execute a Memorandum of Understanding between the Operation Underground Railroad (OUR) and the Frankfort Police Department (FPD) for the deterrent prevention, investigation, and prosecution of predators seeking to exploit or engage minors. O.U.R. is a non-profit organization that exists to protect children from sex trafficking and sexual exploitation, a mission best accomplished through collaboration with law enforcement agencies (LEAs) both in the U.S. and abroad. O.U.R.'s domestic endeavors are different than its international activities. O.U.R. shares a mission consistent with Internet Crimes Against Children (ICAC) task forces and has agreed to coordinate any domestic support with them. This agreement would allow FPD to collaborate with OUR and provide numbers of any individuals arrested, or victims identified. This MOU allows FPD to join with OUR in a joint effort to deter, prevent, investigate, and prosecute predators seeking to exploit or engage minors. Currently FPD utilizes software to decrypt and download electronic data used in crimes against children's cases. With this MOU, FPD can provide the data requested to OUR and OUR will provide a financial donation for reimbursement of departmental costs associated. The financial impact associated with this MOU should be minimal and may save in software and training costs. Staff recommends approval.

Attachments: Memo, MOU, Grayshift LLC Software Agreement

Suggested Disposition: Receive and File; Approve

9. Financial Advisor Services – Finance

The purpose of this consent calendar item is to seek Board of Commissioners approval to hire Raymond James & Associates, Inc. (Raymond James) as a financial advisor and to authorize the Mayor to sign the agreement and all other related documents, as applicable. The services to be provided will be assistance on bond issues for the following:

1. Transit Center/Parking Garage
2. New Fire Station
3. Certain Downtown and Parks Master Plan Projects

On Friday, December 2, 2022, an RFQ for Financial Advisor Services for the above listed bond issues was sent to three firms: Raymond James, RSA Advisors, and Compass Municipal Advisors. On Friday, December 16, 2022, the City received the three proposals/quotes. Over the next few business days, the Finance Director and Deputy Finance Director reviewed each proposal/quote and determined Raymond James would best suit the City's needs. Each firm had similar costs when factoring in all three bond issues so one primary deciding factor was the history with the City.

Raymond James has previously worked with the City on multiple general obligations and revenue bond issues. Raymond James also completes a continuing debt disclosure report for the City that is due by December 31 of each year. For these reasons, we are requesting approval from the Board of Commissioners to use Raymond James as our Financial Advisor for these three upcoming bond issues. The first bond issue (Transit Center/Parking Garage) of approximately \$5M will include \$20,000 in financial advisor costs due Raymond James. Staff recommends the Board of Commissioners approve the hire of Raymond James as Financial Advisor and authorize the Mayor to sign the agreement and all related documents, as applicable.

Attachments: Memo, Agreement

Suggested Disposition: Receive and File; Approve

10. KIA Loan Payoff – Finance

The City has been approached by the Kentucky Infrastructure Authority about paying off Loan A17-013. We were approved in 2017 for this loan to conduct storm water and sewer projects in the Holly Hills and Meadowview area. KIA was recently notified by the Division of Water (Kentucky) that the projects were completed and received a certification to that effect. The principal balance is \$252,177.41 with fees and interest of \$208.03 and \$732.84 through January 31 with a payoff on February 1, 2023. The total is \$253,118.28. Interest is accrued daily so this amount may change depending on whether we can get it paid off by February 1, 2023. Originally, we were approved for \$1,954,500.00 and were going to use the proceeds for sewer and storm water projects as stated above. Our Sewer Department completed their work but decided to use cash instead of the KIA funds. Our Public Works Department completed their storm water projects using KIA funds so the entire amount outstanding, as stated above, is all storm water.

If we choose not to pay the loan off and instead amortize it, we will pay approximately \$47,768.00 in interest and another \$5,438.00 in service fees over the next 20 years plus maintain a reserved balance of \$12,600.00 as well. As we currently have no revenue generated for storm water, the funds for annual payments for the next 20 years or the current payoff will come from the General Fund. Staff is recommending we pay \$253,118.28 by February 1, 2023 and save the 20 years of interest and service fees.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

11. MakeMyMove – Remote Worker Recruiting – City Manager

The purpose of this memo is to request \$25,000 for Remote Work Marketing & Consulting and to authorize the Mayor to sign all related documents. This retail economic development program focuses on recruiting individuals who live outside Kentucky and work remotely (in jobs with a base salary of \$100,000.00 or greater) to move to Frankfort. The program specifically starts with a target of 5 movers. Communities all over the world are recruiting remote workers and offering relocation incentives to land new residents. The average cost of recruiting a new resident is between \$10,000.00 and \$15,000.00 per person. The contract of \$25,000.00 would enable the City to recruit 5 new residents as part of this pilot program. The City would partner with [MakeMyMove.Com](https://www.makemymove.com), an Indianapolis based online marketplace that connects move-ready talent with the communities that want to recruit them, and screens candidates for the program. Utilizing the existing Kentucky Distilled brand assets and working with local businesses to offer incentives for new residents, the City will craft an offer designed to highlight the unique story of Frankfort, engage an audience of move ready talent, and enable relocation of new households. The Board of Commissioners allocated \$50,000.00 in one-time expenses to activate the Remote Frankfort program. This \$25,000.00 is part of that allocation. The remaining \$25,000.00 is to fund incentives including up to \$5,000.00 per person. Statistics show that 70% of movers move with an employed spouse and 30% move with school age children. On the national level more than 18 million remote workers, or geographical free agents, are expected to move in the next 3 years (source: <https://www.upwork.com/press/releases/the-new-geography-of-remote-work>) This contract will be in place for one year or until 5 qualified movers are selected and moved. Benefits of this program activate the Economic Development Focus of the Strategic Plan by focusing on individual worker recruitment; Activates the Focus Area of the Story of Frankfort; Continues to activate the adopted Frankfort, Kentucky Distilled Brand Plan and Recommended Action Items; Ensures appropriate public information and outreach is disseminated nationally to promote our town as benefits the Capital City of Kentucky. Staff recommends approval for the one-year program.

Attachments: Memo, Contract and Program Information

Suggested Disposition: Receive and File; Approve

12. Mowing Contract Extension – Planning

The purpose of this memo is to seek approval from the Board of Commissioners upon my support and recommendation to extend the agreement with Matts Lawn Care to provide mowing, weed eating and bush hogging services in accordance with the stated specifications found in the current contract dated March 28, 2022. The current mowing contract for the Planning Department began in March 2022 with an expiration of December 31, 2022. Per the contract the Planning & Community Development Director can recommend that the contract be extended for up to two (2) additional 12-month periods with the approval of the Board of Commissioners. Thus far we have been satisfied with our mowing contractor's performance and would like to continue. Staff recommends the Board of Commissioners move to authorize the Planning Director to extend the contract for the first of two (2) 12-month periods.

Attachments: Memo, 2022 BOC Approval
Suggested Disposition: Receive and File; Approve

13. 2023 Special Events – Special Projects

To request authorization for the City of Frankfort to enter into agreements for community events in 2023 and for the Mayor to sign all related documents. The City of Frankfort permits special events per chapter 71, sections 71.5 to 71.65 of the City of Frankfort Code of Ordinances. A permitted special event applies to any activity which occurs on public or private property that will affect the ordinary use of the public property, public streets, rights-of-way, on-street parking, or sidewalks. In 2022, the city permitted and/or hosted 48 individual special events. These included 7 city partnered events with Memorandum of Understanding (MOU) agreements. These agreements laid out shared responsibilities of event partners and the city, with the city's responsibilities pertaining to logistics of carrying out the event. This system allows for better planning and support for these events, and for the city to play a formal supporting role in events that are pillars in our community. For the 2023 event season, city staff requests approval of 3 special event MOUs for community events.

The following agreements are submitted to the Board of Commissioners for approval:

1. International Jazz Festival MOU, April 28, 2023
2. Bourbon on the Banks Festival MOU, October 6-7, 2023
3. Veterans Day Parade MOU, November 11, 2023

It is estimated that special events attracted over 10,000 people to the Frankfort community in 2022, making events an important tourism and economic driver in the community. These specific events support aspects of the city's Strategic Plan, Arts Master Plan, and community engagement. Staff time from Emergency Management, Public Works, Parks and Recreation, and Special Projects will be used to implement all events, at an average cost of \$4,000.00-\$8,000.00 in kind per event. Staff recommends approval.

Attachments: Memo, International Jazz Festival MOU, Bourbon on the Banks Festival MOU, Veterans Day Parade MOU

Suggested Disposition: Receive and File; Approve

14. Office of Homeland Security Investigator (HSI) MOU – Police

To authorize the Mayor to execute a Memorandum of Understanding (MOU) between the Office of Homeland Security Investigator (HSI) and the Frankfort Police Department (FPD) for allowance of additional Frankfort Police Officers and/or Detectives to serve as Task Force Officers (TFO). FPD currently has officers serving as TFOs for multiple Federal agencies, to include one currently with HSI. Having officers or detectives serve as TFOs provides the agency with additional investigative resources we would not normally have access to utilize. This MOU establishes that Frankfort Police Department can assign and maintain multiple officers or detectives as TFOs with HSI. This does not have any negative effect on manpower, nor cause any additional costs for the Department. In fact, this does allow for easier processing of state cases to be adopted as Federal cases and the opportunity for reimbursement for overtime payroll of these TFOs. Staff recommends approval and to authorize the Mayor to sign this MOU and all other related documents.

Attachments: Memo, HSI MOU
Suggested Disposition: Receive and File; Approve

15.

Personnel Action	Employee	Department	Date	Position
Appointment	Jonathan Settelen	Police	1/17/23	Patrol Officer I
Appointment	Ryan Phillips	Police	1/17/23	Patrol Officer I
Appointment	Elisha Amsler	Police	1/17/23	Patrol Officer I
Appointment	Lee Winslow	Police	1/17/23	Patrol Officer I
Appointment	Joseph Grapner	Police	1/17/23	Patrol Officer I
Appointment	Austin Hortenberry	PW/Streets	1/10/23	PW Tech - Streets
Appointment	James Powell	Sewer	1/17/23	Plant Operator
Appointment	Leon Harlow Jr.	Sewer	1/31/23	Sewer Tech
Appointment	Jason Hall	PW/Solid Waste	1/24/23	SW Tech
Resignation	Austin Noelscher	Fire & EMS	12/30/22	Firefighter I
Retirement	Quincy Thurman	PW/Streets	1/31/23	Senior PW Tech Authorize payout of accrued leave

Attachments: Quincy Thurman letter of retirement
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 SECTION 40.21 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO POLICE DEPARTMENT ORIGINAL APPOINTMENTS”. This ordinance had its First Reading on December 19, 2022. Summary: This ordinance amends Section 40.21(B)(3) of the City of Frankfort Code of Ordinances related to Police Department original appointments to 1) Specify that applicants in the Accelerated Candidate Process are required to pass a physical examination, drug screen and background investigation and possibly psychological and polygraph examinations; 2) Change the fitness requirements for these applicants to the Police Department Fit for Duty Process rather than the Peace Officers Professional Standards; and 3) Provide that after one (1) year with the Police Department an officer's years of service with other agencies may be credited towards consideration of the department's professional standards senior or master patrol pay incentive.

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

2. Second Reading

“AN ORDINANCE AMENDING SECTION 40.06 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO SAFETY EMPLOYEE FITNESS FOR DUTY REQUIREMENTS”. This ordinance had its First Reading on December 19, 2022. Summary: This ordinance amends Section 40.06 of the City of Frankfort Code of Ordinances regarding safety employee fitness for duty requirements to reference the correct Police Department Policy containing the fitness requirements for sworn members of the Police Department and delete Police Department requirements that conflict with the policy.

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

3. First 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 7, PLANTING MANUAL. Summary: This ordinance amends the City's Zoning Ordinance, Article 7 Planting Manual to update the list of acceptable and unacceptable plant species allowed to be used in development landscape plans.

Attachments: Memo, Ordinance, Frankfort/Franklin County Planning Commission Report & Recommendations, Plant List

Suggested Disposition: Receive and File; Approve for Second Reading

4. First Reading

“AN ORDINANCE AMENDING SECTION 40.23 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATED TO POLICE DEPARTMENT PROMOTIONS”. Summary: This ordinance amends Section 40.23 of the City of Frankfort Code of Ordinances related to Police Department promotions to 1) Reference the Police Department's Police and Procedure 202.01 which establishes standards for and administration of the promotional testing, appointment of the applicants, and review of the appointment for a probationary period; 2) Require that changes to the Policy shall be reviewed by the City Manager, City Attorney, and/or Human Resources Director as necessary; and 3) Delete the remaining provisions governing promotional requirements, as these are now established by policy.

Attachments: Memo, Ordinance, 202.1 Policies and Procedures

Suggested Disposition: Receive and File; Approve for Second Reading

5. Sustainable Strategies DC Contract Renewal

Staff requests authorization to renew the annual contract with Sustainable Strategies DC for 2023 to aid in Identifying Funding Opportunities, Building Frankfort's Competitive Advantages, Grant Writing Assistance and Support, Stakeholder Support and Advocacy. The City has been under contract with Sustainable Strategies DC since 2019 and has been the recipient of over \$13.4 million dollars in grant funds during this time. Staff would like to continue this relationship with Sustainable Strategies DC and renew the contract with the same terms of \$6,000.00 per month for a 12-month period. The total cost of the contract will be \$72,000.00 over 12 months.

Attachments: Memo, Cost Benefit Analysis

Suggested Disposition: Receive and File; Approve

6. Emergency Repairs on Broadway Street & Emergency Order – Sewer

The purpose of this memo is to request the BOC to declare an Emergency for a Construction Purchase Order with Basham Construction for completing Emergency Repairs on Broadway Street and to authorize the Mayor to sign all related documents. The Sewer Department was contacted by Public Works due to a sink hole forming in 200 Block of Broadway Street. FSD & Public Works staff completed a full investigation and found a brick sewer line compromised from electrical conduit. FSD contacted Basham for an emergency dig in order to complete a safe repair. The repair became much more complicated due to the electrical conduit compromising the brick sewer line and being in close proximity to railroad. FSD, Public Works, Basham Construction, FPB and R.J. Corman coordinated all efforts to complete repairs. FSD & Public Works completed work to expose all lines to locate the issues. Once a plan was put in place, Basham completed the repairs to the system and then the area was capped with flowable fill. Funds are available in account # 300.68.56555. This project will come out of the emergency repairs line items of which \$200,000.00 has been budgeted for FY 22-23. Staff recommends approval.

Attachments: Memo, Invoice, Emergency Order

Suggested Disposition: Receive and File; Approve Order

7. Frankfort Transit - Federal Transit Administration (FTA) Grants Transit Center/Parking Garage Project on Parcel B Design Options - Extending Service Life of the Parking Garage

Staff requests that the Board of Commissioners approve the initial investment of \$60,000.00 for epoxy coated reinforcing steel that will extend the parking garage's estimated service life to 35.7 years before needing major repairs.

Attachments: Memo, Actions to Extend Service Life

Suggested Disposition: Receive and File; Approve

8. Authorization of an Agreement with Points Consulting to Provide Services in Performing a Countywide Housing Study – Planning & Community Development

On October 12, 2022, the City advertised a Request for Proposals for a Consultant to provide services to the Planning & Community Development Department as it relates to conducting a Housing Study. Responses were received until the closing date of November 4, 2022. Following the closing date of the "Selection Committee" per the RFP reviewed the responses and met to discuss the Respondents. The Committee narrowed the list to two firms and after interviewing both ultimately selected Points Consulting as their preferred Respondent. The Committee included both City staff and County staff appointed by the Judge Executive under the understanding that since it was a countywide housing study there would be a request for the County to participate in funding half of the study. Staff intends to make that request at the next available Fiscal Court meeting. Subsequent to the selection the attached contract has been reviewed by the Director of Planning & Community Development and the City Attorney.

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

9. Franklin County Humane Society Service Contract

The purpose of this memorandum is to explain the Humane Society's requested changes to its service contract with the City for providing facilities for the care of dogs and cats. For several years, the City and the Humane Society have been extending the service contract annually with no changes to the underlying contract. The latest contract expired in June of 2022, but we continued on a month-to-month basis until we agreed on a new contract. After several discussions with the Humane Society, we came to an agreement on a draft contract with some changes from the previous contract. The requested changes are as follows:

- The semi-annual sum paid under the contract has increased from \$32,500.00 to \$35,500.00. NOTE: This is in accordance with the approved City budget and approval is recommended.
- The provision requiring the City to pay a service fee of up to \$10.00 per animal per day for shelter due to emergency/ extraordinary circumstances is amended to define an "excessive" amount of dogs as "more than three." The Humane Society also amended this section to include orders of the Animal Control Officer requiring shelter for an extended period as an instance in which the service fee should apply.
- A new provision requires the City to pay \$150.00 per animal for holding any stray for rabies quarantine per order of the Health Department when the owner cannot be found, or the animal is surrendered to the Humane Society. The Humane Society has said this is a rare occurrence, likely only once or twice a year.
- A new provision requires Police Officers to abide by all Humane Society protocols for after-hour drop-offs and animal surrenders.
- The provision allowing the City 24-hour access to the Humane Society premises for inspection and evaluation of services is amended to allow the City access only upon request.
- The City's representative for the Humane Society Board is changed from a non-voting, ex officio member to a voting member.
- The initial contract term has been changed from three years to one year.

Staff recommends adopting the contract, which will be valid until July 2023 and appoint a new representative to the Humane Society board.

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

10. Surplus Vehicles & Surplus Order

The purpose of this memo is to request the Board of Commissioners authorize the Division of Solid Waste to declare vehicles as surplus for multiple departments in the City and to authorize the Mayor to sign all related documents. The Solid Waste Division, Parks and Recreation, Sewer Department and Emergency Management have vehicles that are no longer in use due to their age and condition. All vehicles have either damage due to accidents or the needed mechanical repairs are not feasible due to the age and condition of the vehicle. Once approved for surplus these vehicles will be sold at online auction with the proceeds returning to the General fund.

Surplus Vehicles

2015 Mack LEU613 Automate Side Loader Solid Waste
1998 Ford F150 Pickup Truck Parks and Recreation.
2002 Ford F250 Pickup Truck Parks and Recreation.
2002 Chevrolet S-10 Pickup Truck Parks and Recreation
2003 Chevrolet Kodiak Dump Truck Parks and Recreation
2006 Ford F150 Pickup Truck Parks and Recreation
2008 Ford F250 Pickup Truck Sewer Department
2007 Ford E456 Goshen Cutaway Bus Emergency Management

Staff recommends approval and for the Mayor to sign all related documents.

Attachments: Memo, Surplus Order

Suggested Disposition: Receive and File; Adopt Order

11. AFG Grant Authorization

The purpose of the memo is to request the Board of Commissioners authorization to apply for the 2023 Assistance to Firefighters Grant (AFG) for the purchase of twenty (20) air packs for \$120,000.00 and ten (10) cylinders in the amount of \$10,000.00 for a total project cost of \$130,000.00 and authorize the Mayor to sign all grant related documents. The AFG grant was developed to meet the firefighting and emergency response needs of fire departments and emergency medical service organizations. Since 2001, AFG has provided grant funding to first responders, so they are able to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary in protecting the public and their emergency personnel from fire and other related hazards. The purpose for seeking grant funding for the (20) air packs for \$50,000.00 and cylinders in the amount of \$10,000.00 is to replace older, outdated equipment and to have our back-up units equipped. We use the air packs and cylinders in every fire run and the cylinders do go out of date and need to be replaced. There is no immediate budget impact for applying for the grant; however, should we be awarded the grant, the grant requires a ten (10) percent match of \$13,000.00. These funds would come from the Fire Department's equipment line item in the budget. Staff recommends approval to submit an application for the 2023 Assistance to Firefighters Grant (AFG) for the purchase of twenty (20) air packs for \$120,000.00 and ten (10) cylinders in the amount of \$10,000.00 for a total project cost of \$130,000.00 and authorize the Mayor to sign all grant related documents.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

12. Interlocal Cooperation Agreement Between the City of Frankfort and Farmdale Sanitation District/Franklin County Fiscal Court (KISOP)

Attachments: 2018 BOC Approved Statement of Intent, Agreement

Suggested Disposition: Receive and File; Approve

OTHER BUSINESS

EXECUTIVE SESSION

EXECUTIVE SESSION PURSUANT TO KRS 61.810(1)(b), "DELIBERATIONS ON THE FUTURE ACQUISITION OF REAL PROPERTY RELATED TO ECONOMIC DEVELOPMENT WHEN PUBLICITY WOULD BE LIKELY TO AFFECT THE VALUE OF A SPECIFIC PIECE OF PROPERTY". ACTION MAY BE TAKEN IN OPEN SESSION.

ADJOURNMENT