



CAPITAL OF KENTUCKY

Layne Wilkerson, Mayor

Kelly May, Commissioner

Kyle Thompson, Commissioner

Leesa Unger, Commissioner

Katrisha Waldrige, Commissioner

8-20-21

**NOTICE
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, the following Meeting Notice is issued:

I, Layne Wilkerson hereby call a meeting of the Frankfort Board of Commissioners for Monday, August 23, 2021, at 5:00 p.m., via GoToMeeting. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. The Board of Commissioners will participate via GoToMeeting. The City will provide a central primary physical location for public viewing of the virtual meeting in the City Hall Commission Chamber, 315 West Second Street. **The Board of Commissioners will not be there in person, but the televisions in the Commission Chamber will be broadcasting the virtual meeting.**

Public comments will still be accepted for the meeting, by submitting a citizen comments form via the City of Frankfort Website – www.frankfort.ky.gov {Government > Board of Commissioners> Citizen Comments} by Monday, August 23 at 4:00 PM.

The virtual 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

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500
www.frankfort.ky.gov
www.facebook.com/CityofFrankfortKY**

**August 23, 2021
5:00 PM**

ROLL CALL

PRESENTATION

Mayor Layne Wilkerson and Commissioner Kyle Thompson will virtually present a proclamation to Lt. Scott Maxwell of the NYFD honoring firefighters of 9/11 on the commemoration of the 20th Anniversary.

CITIZEN COMMENTS

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 – July 12, 2021 Work Session; July 26, 2021 Regular Meeting**
- 2. Tree Maintenance Contract – Parks**

The purpose of this requisition is to seek approval for an agreement with Woodland Tree Care for the maintenance of city right-of way and park trees and approval for the Mayor to sign any related documents. The Division of Urban Forestry falls under the Parks Department which is responsible for all city maintained trees. This includes right-of-way trees, city owned property and park trees. The department is responsible for maintenance, planting, beautification, tree canopy, etc. Monies requested will continue to maintain this program. Woodland Tree Care is an arborist certified, dependable tree care company. The department only uses Woodland Tree Care when the job is too large for parks staff to safely maintain. Woodland Tree Care currently has the state contract (MA785 1700000493). Staff recommendation is to approve the use of Woodland Tree Care for tree maintenance work within the city. Award the amount of \$40,000.00 to Woodland Tree Care. Monies are available in account 100.86.53251 and approve the Mayor to sign any related documents.

Attachments: Memo, State Master Agreement
Suggested Disposition: Receive and File; Approve

- 3. Change Order #2 Blanton Acres- Seven Seas – Public Works**

The purpose of this agenda item is to seek Commission approval of a change order to the contract with S. Walk Inc. DBA Seven Seas Construction, for the Blanton Acres Stormwater Improvements project, and for the Mayor to sign all related documents. The Blanton Acres Stormwater Improvements project will intercept stormwater runoff from the North side of Fort Hill and discharge it downstream of the subdivision into a concrete ditch that directs flow under Wilkinson Blvd to the Kentucky River. This flow currently overwhelms the existing storm sewers in the subdivision also causing ponding in the yards adjacent to Fort Hill. There was some work added to the contract due to found conditions in the field that required additional rip rap and a small concrete retaining structure at a cost of \$7,057.62. The contractor is also requesting a time extension of 75 days due to scheduling tree clearing contractor and manufacturing delays for pre-cast structures. 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.

Attachments: Memo, Change Order No. 2, Wage Rate Determination
Suggested Disposition: Receive and File; Approve

4. Otis Engineering Professional Services Agreement – Public Works

The purpose of this agenda item is to seek Commission approval to enter into contract with Otis Engineering for the administration of and consulting/support services related to the 2021/2022 Unit Price Contract (UPC) for Concrete Projects and to authorize the Mayor to sign all related documents. In July, Public Works obtained Commission approval to award the Concrete Projects UPC (Sidewalks) to ADE Contracting. Administration, consulting, and support services for the previous contract was provided by Otis Engineering. Public Works wishes to continue working with Otis Engineering in the coming year to administer the contract. With approval, Public Works will spend up to \$30,000.00 with Otis Engineering for administration, consulting, and support services related to the repair of damaged sidewalks and other concrete projects at multiple locations throughout the City of Frankfort. This amount is equivalent to 12% of the anticipated actual construction costs associated with the Sidewalk UPC work. Otis Engineering will evaluate unit price totals for each project based on prices provided in the respective bids, provide pre-construction and on-site meetings with contractor and Public Works, stakeout and layout of individual projects, and contact and coordinate with adjacent properties, utilities, etc. as required during construction. Funds for these services, \$30,000.00 are available in the Municipal Aid account, 535.00.51100.

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

5. Change Order Transit Pads-Owl Creek Farms – Public Works

Transit requests approval for a change order in the amount of \$2,400.00 to pay for additional expenses incurred while installing bus shelter pads and for the Mayor to sign all related documents. Transit contracted with Owl Creek Farm, LLC for the construction of 5 bus shelter pads on May 14, 2021. Construction began on July 19, 2021. Additional expenses were incurred during construction of the pad located on the corner of Hoover and Duncan Blvd. During a pre-construction meeting; the contractors, City Engineer and Transit all believed that the back section of the pad was comprised of fill from the nearby Montplast parking lot. After construction began, it was found that the area was actually comprised of several large sections of rock. In order to remove the layers of rock Owl Creek had to rent a large hoe ram and spend several additional hours than originally quoted on the site. The contractor is requesting that we cover the additional costs. The additional cost of \$2,400.00 includes the cost of the equipment and labor for the rock removal. The total amount that was originally contracted was \$33,100.00. The total cost for the project invoiced by Owl Creek Farms is \$35,500.00. This total amount is still substantially less than the next lowest bidder, Reliance Construction, who submitted a price of \$81,887.75. Even if we had known that the back section was rock, Owl Creek Farms still would have submitted an overall cost that was less than any other competitor. Transit has received permission from KYTC to pay for the change order out of FY 21 5339 Grant Funds. This grant is 100% reimbursed to the city.

Attachments: Memo, Cost Estimate, Change Order No. 1
Suggested Disposition: Receive and File; Approve

6. 2021- 2022 Recycling and Composting Grant purchases – Public Works/Solid Waste

The City of Frankfort Solid Waste Division requests approval for purchases associated with the Recycling and Composting Grants received, and for the Mayor to sign all related documents. Each fiscal year the KY Division of Waste Management-Recycling Assistance Section and KY Pride Fund accepts grant applications from City and County governments for the costs related to the collection and processing of recycling material along with the collection and composting of yard waste. The Division of Solid Waste was awarded a Recycling and a Composting Grant for the 2021-2022 FY, the awarded funds will be used to purchase equipment, pay for advertising and educational material. Both grants do require a 25% match by the City of Frankfort, but personnel costs exceed the match requirement. The Division of Solid Waste offers year-round curbside recycle and seasonal curbside yard waste collection and along with the Street department's fall curbside leaf collection. Citizen participation in all the programs is continually increasing due to greater public awareness which is causing the quantity of all items to increase. With the Division of Solid Waste being awarded the Recycling and Composting Grants these funds this will help in the future expansion of all programs. **All items were submitted on both grant applications prior to approval and will be purchased through state contract pricing or a sole source vendor. Grant funds were awarded and deposited into the General fund budget at the start of the 21-22 FY, a budget amendment will have to be made for the Division of Solid Waste's budget as none of these items were budgeted.** The Solid Waste Division requests approval for the purchases including the Conveyor at \$21,275.00 from Barron Enterprise (Sole Source provider), and the Wheel Loader at \$146,000.00 from Boyd Company (Master Agreement #758.18000006090). The funds have been deposited in the general fund and are available in account # 100.64.56550.

Attachments: Memo, Conveyor Quote, Wheel Loader Quote, Sole Source Letter and Justification
Suggested Disposition: Receive and File; Approve

7. AFG Grant Acceptance – Fire

The purpose of the memo is to request the Board of Commissioners accept the 2020 Assistance to Firefighters Grant (AFG) in the amount of \$191,606.36 for the purchase of Source Exhaust capture System for our Fire Stations 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. This year, the Federal Government has provided \$319 million dollars for the 2020 grant cycle. The purpose for seeking grant funding for direct source exhaust capture system for our Fire Stations were in efforts to help combat against cancer causing carcinogenic exposures from vehicle exhaust. To accomplish this vital task, we are purposing to install a source capture exhaust system in our Firehouses for the protection of every Firefighter from carcinogenic exposures. We have completed research on the different systems and have received pricing from different vendors and are ready to proceed to fulfilling our project goals. Once vendor is chosen through a fair bidding process, vendor will complete an in-service on all components and functions to assure proper use of the system. The initial budget for Source Capture Exhaust Systems in each of our stations are estimated at \$ 210,767.00 minus our 5% local match of \$19,160.00. Taking steps to assure Firefighter safety must continue to be one of our primary goals. With knowing the primary goal of the Assistance to Firefighters Grants is to enhance the safety of the public and Firefighters with respect to fire-related hazards, this project is in line with the NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program. **Note: This will require a budget amendment in the amount of \$19,160.00 for local match with a total project cost of \$ 210,767.00.**

Attachments: Memo
Suggested Disposition: Receive and File; Approve

8. Medical Director Contract – Fire

The purpose of this memo is to request the Board of Commissioners approve the two-year with Dr. Walter Lubbers to serve as the Medical Director of the Frankfort Fire and Emergency Medical Services, E-911 Dispatch Center, and the Franklin County Fire Department as required in the inter-local agreement between the City of Frankfort and Franklin County in the amount of \$1000.00 monthly and authorize the Mayor to sign all related documents. In accordance to Kentucky Revised Statute (KRS) Chapter 311A, and 202 KAR 7:801 as enacted by the Commonwealth of Kentucky and the Kentucky Board of Emergency Medical Services (KBEMS), the City is required to have a licensed Medical Director which provides medical direction and medical oversight to Frankfort Fire and EMS ambulance service and Teaching Education Institute (TEI). Dr. Lubbers has served this vital role since December of 2014 under a previous long-term contract under the oversight of the University of Kentucky College of Medicine, and the most recent monthly contract executed in 2019. Dr. Lubbers has provided excellent service as the Medical Director for the City of Frankfort and has made monumental changes in our service delivery that have benefited our community. Dr. Lubbers remains instrumental in our success in our TEI offerings, including our Paramedic Program. Dr. Lubbers has transitioned to his new position at the University of Cincinnati (U.C.) and is awaiting a future appointment to a new role within KBEMS. Despite his plans to accept a new state-level role in EMS, Dr. Lubbers has agreed to remain our Medical Director for all programs currently covered. This contract has a budget impact of \$1000.00 per month, which is budgeted annually in account 41-53265, Professional Fees.

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

9. Associate Medical Director Contract – Fire

The purpose of this memo is to request the Board of Commissioners approve a contract with Dr. Tyler Corey to serve as the Associate Medical Director of the Frankfort Fire and Emergency Medical Services Teaching Education Institute (TEI) in the amount of \$750.00 per month and authorize the Mayor to sign all related documents. In accordance to Kentucky Revised Statute (KRS) Chapter 311A, 202 KAR 7:801 as enacted by the Commonwealth of Kentucky, the Kentucky Board of Emergency Medical Services (KBEMS), and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), the City has the option to have a licensed physician serve as an Associate Medical Director to assist in the medical oversight to Frankfort Fire and EMS Teaching Education Institute (TEI). Dr. Corey has proven to be an excellent addition in the role of Associate Medical Director over the last year. His experience and role within Frankfort Regional Medical Center have strengthened our educational institute and working relationships. Fire Administration wishes to renew a contract with Dr. Corey for services of Associate Medical Director. As we, the Frankfort Fire Department, wish to continue to seek Accreditation of our Paramedic Program we feel it in our best option to continue to have an Associate Medical Director to assist in the medical oversight to Frankfort Fire and EMS Teaching Education Institute (TEI). The continuation of an Associate Medical Director will allow for a continued increased presence of a licensed Emergency Room Physician in our education programs to enhance student learning. Unlike the Medical Director, the Associate Medical Director's contract is for their services in training and education only. This contract will become effective on September 1, 2021, and remain in effect through August 31, 2022. This agreement has an automatic renewal for one year each year after that unless modified or a new contract is executed before each automatic renewal, but in no event shall it be renewed for more than two (2) additional one-year terms. This contract has a budget impact of \$750.00 per month. Funds for this contract will be taken from account 100.41.5365, professional services.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

10. Comprehensive Plan Consultant - Planning & Community Development

The Planning & Community Development Department in partnership with the Frankfort/Franklin County Planning Commission and the Franklin County Fiscal Court requests approval of the City's financial participation in funding the Consultant to be hired by the Planning Commission to work on the update to the Comprehensive Plan as required by KRS. The Planning Commission has approved a Budget and Scope of Services for the Consultant's work with a proposed 15 month work plan and total budget of \$298,500 contingent upon the City and County's participation. The Planning Commission has committed \$25,000 of its own funds towards the cost and the City and County have been asked to split the remainder of the cost. This request is to allow the City's share of this arrangement (\$136,750) to be paid to the Planning Commission to help cover the costs of the Consultant. This would be paid out of the Planning Departments' Professional Fees budget line item (Account 100.70.53265). **A budget amendment will have to be made for the Planning Department's budget as this item was not budgeted as it was an unknown amount at the time of budget approval.**

Attachments: Memo, Scope of Services

Suggested Disposition: Receive and File; Approve

11. Purchase of Replacement Blowers for WWTP – Sewer

The purpose of this memo is to complete a direct purchase for replacement blowers at the WWTP and for Mayor to sign all related documents. The Sewer Department budgeted to replace the aging blowers at the WWTP in the FY 21-22 budget. These blowers have been in use since the plant was constructed in 1980. All of the blowers have been rebuilt multiple times. FSD advertised the bid on July 1 and opened the bids on July 22, 2021. We received a total of 3 bids and they are as follows:

1. Henry P. Thompson Company	\$277,739.00
2. Universal Blower Pac., Inc.	\$357,396.00
3. Aerzen USA	\$363,418.00
Engineer's Estimate	\$350,000.00

This project has been budgeted in 300.69.56555. It is recommend that the City Commission approve the Purchase of the blowers from Henry P. Thompson Company and authorize the Mayor to sign all related documents. The Sewer Department send a purchase requisition to Finance for the purchase price of \$277,739.00

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

12. Professional services agreement with ARCADIS for Regulatory Report & Assistance – Sewer

The purpose of this memorandum is to request a Professional Services Agreement with ARCADIS for Regulatory Report and Assistance, and authorization for the Mayor to sign all related documents. The City of Frankfort is under a consent judgment with the Kentucky Division of Enforcement to protect water quality by eliminating separate sanitary sewer overflows and reducing combined sewer overflows. In 2008, just after the consent judgment was issued, a model of the combined system was developed. Then in 2013-2014 a separate system model was created. Our CSO Long Term Control Plan (LTCP) projects were defined based on the combined system model. FSD has just completed a full model of the entire collection system and we need to present those findings to the KDOW. With the help of ARCADIS, FSD will seek an extension or a release of the Consent Judgement. In 2015-2016 The Frankfort Sewer Department collected flow data throughout the sewer system to use in updating/calibrating our sewer models. Then in 2019, ARCADIS started working on calibrating the collected data and analyze proposed projects to determine the level of control. Throughout 2019 & 2020 FSD staff and ARCADIS have worked to find and correct the issues that were in the model so that it is correct and calibrated. This will allow us to redefine our projects and hopefully meet our consent judgment requirements. The results of this model show that FSD has a capture rate of 91% and according to the Consent Judgment; the minimum requirement is 85%. This report will allow for the KDOW to analyze the data to make an informed decision of an extension to our LTCP or completion of the required projects. A purchase order for ARCADIS in the amount of \$67,250.00 will cover the cost of this report and regulatory assistance. Funding is available in account 300.72.56555. It is recommended the City Commission approve the attached Professional Services Agreement, authorizing the Mayor to sign all related documents. The Sewer Department will initiate a Purchase Order requisition to the Finance Department to generate a Purchase Order to ARCADIS, once City Commission approval is obtained.

Attachments: Memo, Professional Service Agreement, Engineers Scope of Work and Fee (Attachment A)
Suggested Disposition: Receive and File; Approve

13. TIGER Project – Amendment to Hancock Consent and Release

The purpose of this memorandum is to seek Commission approval for an amendment to the March 9, 2020 Consent and Release executed between the City of Frankfort and Pat and Joe Hancock. The original Consent and Release was executed during the right-of-way acquisition process for the subject project.

Attachments: Memo, 2020 Consent and Release, Amendment to Consent and Release
Suggested Disposition: Receive and File; Approve

14.

Personnel Action	Employee	Department	Date	Position
Promotion	Kenneth Keith	Police	8/31/21	Lieutenant to Captain
Promotion	Anikka Gillispie	Police/E911	8/10/21	Telecommunicator I to Telecommunicator I Assistant TAC
Appointment	Austin Noelscher	Fire/EMS	8/24/21	Firefighter I
Appointment	Adam Roberts	Fire/EMS	8/24/21	Firefighter I
Appointment	Jared Gagel	Fire/EMS	8/24/21	Firefighter I
Appointment	Michael Hurst	Fire/EMS	8/24/21	Firefighter I
Appointment	Colton Stambaugh	Fire/EMS	8/24/21	Firefighter I
Appointment	Ben Bonfert	Fire/EMS	8/24/21	Firefighter I
Appointment	Christian Tippel	Fire/EMS	8/24/21	Firefighter I
Appointment	Jeffrey Dunmire	Fire/EMS	8/24/21	Firefighter I
Appointment	Hayden Barnes	Fire/EMS	8/24/21	Firefighter I
Appointment	Austin Reynolds	Fire/EMS	8/24/21	Firefighter I
Appointment	Simion Alvarado	PW/Solid Waste	8/17/2021	PW Tech I
Resignation	Seth Kling	PW/Transit	9/3/21	Transit Foreman Authorize payout of accrued leave
Resignation	Eddie Doss	Sewer	8/13/21	Plant Operator Authorize payout of accrued leave
Resignation	Mark Harris	Fire/EMS	8/23/21	Firefighter I
Resignation	Darius Hankins	Police	8/23/21	Patrol Officer III Authorize payout of accrued leave

Attachments: Seth Kling letter of resignation, Eddie Doss letter of resignation, Darius Hankins letter of resignation
Suggested Disposition: Receive and File; Approve

BOARDS

- 1. Architectural Review Board (ARB)** - Appointment of Tom Midkiff, expiring 9-12-22 (representing Special Capital District).

Attachments: Letter from the Mayor, Appointee information
Suggested Disposition: Receive and File; Approve

- 2. Human Rights Commission** - Appointment of Katima Smith-Willis, expiring 12-1-21 (filling vacant term).

Attachments: Letter from the Mayor, Appointee information
Suggested Disposition: Receive and File; Approve

- 3. Human Rights Commission** - Appointment of Yolanda E. Diaz, expiring 12-1-21 (filling vacant term).

Attachments: Letter from the Mayor, Appointee information
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. First Reading

“AN ORDINANCE ESTABLISHING PROCEDURES FOR PERMITTING AND OPERATING COMMERCIAL QUADRICYCLE BUSINESSES WITHIN THE CITY OF FRANKFORT”. Summary: This ordinance establishes a new Chapter 121 of the City of Frankfort Code of Ordinances establishing procedures for permitting and operating commercial quadricycle businesses within the City of Frankfort, including definitions; requirements for obtaining an operating permit; requirements for denial, suspension, and revocation of permits, including appeals; travel route requirements; safety and equipment standards; hours of operation; requirements for consumption of alcohol; operating requirements; and penalties for violating the provisions of the Chapter.

Attachments: Memo, Map, Ordinance

Suggested Disposition: Receive and File; Approve for Second Reading

2. First Reading

“AN ORDINANCE AMENDING SECTION 37.31(E) OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO PAY PLAN, CLASSIFICATION AND COMPENSATION”. Summary: This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances relating to Pay Plan, Classification and Compensation to create the position of Community Policing Advocate.

Attachments: Memo, Ordinance

Suggested Disposition: Receive and File; Approve for Second Reading

3. Parks Surplus for Downtown & Order

The purpose of this agenda item is to seek approval for the Parks Department to surplus two street vacuums and two generators. And approval for the Mayor to sign any related documents. The downtown supervisor and staff have requested four outdated items be surplus through GOVDEALS.com. Two generators and one street vacuum do not currently run, the remaining street vacuum is dated and in unusable. Surplusing this equipment will help make room in the downtown maintenance shop. The downtown supervisor requested the items listed below be surplus due to the current state of disrepair.

- Parker Street Vacuum 8.5 motor
- Parker Street Vacuum 8.0 Honda Motor (Does not run)
- Honda Generator (Does not run)
- Champion Generator (Does not run)

After these items are listed for auction on GOVDEALS.com, Parks staff will make arrangements for pick up. Items that are not purchased will be recycled/disposed of in an adequate amount of time.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

4. Transportation Alternatives Program Acceptance & Resolution – Grants

Staff requests permission to accept amended grant funds of \$536,500.00 for Federal Highways Program Transportation Alternatives Reimbursement Agreement and authorizing the Mayor to sign all grant related documents for the Pinsky (Thoroughbred) Trail. The City of Frankfort received Transportation Alternatives funds previously and bid the project in the summer of 2019. All bids were well over the engineer's estimate and the City rejected all bids. The Kentucky Transportation Cabinet asked the City to develop an updated engineer's estimate. The City then requested additional funds to complete the project. These funds were awarded during 2020 and as staff was preparing draw requests for the project it was discovered that the Commission had not been given the opportunity to formerly accept these additional funds. This Resolution will authorize the Mayor to accept funds and sign all grant related documents. The entire project will cost an estimated \$670,635.00. The City's 20% match will be a total of \$134,125.00. Some of these funds have already been expended and the remainder is in the Capital budget.

Attachments: Memo, 2014 Agreement, Agreement, Resolution

Suggested Disposition: Receive and File; Adopt Resolution

5. Sewer Extension Contract with 2020 Center, LLC – Sewer

The purpose of this memorandum is to request City Commission approval for a sewer extension contract with 2020 Center, LLC and for the Mayor to sign all related documents. 2020 Center, LLC owns the property at 2020 Lawrenceburg Road and wishes to construct a sewer extension to the property for future development of that property. 2020 Center, LLC is planning on constructing two new 4 foot diameter manholes and 169 feet of 8-inch SDR 35 PVC pipe. Once these sewer mains and manholes are completed, then construction can begin on the new buildings. The Sewer Department recommends the City Commission approve the sewer extension contract with 2020 Center, LLC. Once approved the Sewer Department will send a letter of approval to the State Division of Water for approval.

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

6. TIGER Business Support Options

Staff requests approval of a TIGER Business Plan for businesses on Bridge and Second Street impacted by the Second Street Corridor TIGER Project. The plan includes a three-pronged approach which includes Financial Assistance, Marketing Assistance and Community Engagement for the 12 impacted businesses. The Financial Assistance portion of the plan will include a minimum award of \$5,000 and a maximum award of \$10,000.00 depending on application criteria of business location, proximity to construction and business model. This portion of the plan will cost the city a maximum of \$85,000.00, however, all funds may not be expended depending on the number of applications received and the eligibility of applicants. The Marketing Assistance portion of the plan includes community partner spotlights, marketing a campaign revolving around Track the Tiger and Around 10 interviews on Channel 10 by the Plant Board. This portion of the plan should have no financial impact to the city. The Community Engagement portion of the plan includes activities to drive consumers to impacted business and will involve a gift card incentive tailored to each business depending on their needs. This portion of the plan will cost the city \$2,000.00. The entire project will cost an estimated \$97,000.00. Most of this plan can be funded with money in the Tourism Building account which has \$87,000.00. The remaining \$10,000.00 will come from the general fund.

Attachments: Memo
Suggested Disposition: Receive and File; Approve

7. Approval of Parks Master Plan

NEW BUSINESS

UNFINISHED BUSINESS

EXECUTIVE SESSION

EXECUTIVE SESSION PER KRS 61.810 (1)(C)LITIGATION - POTENTIAL LITIGATION REGARDING PAST PERSONNEL ACTIONS.

ADJOURNMENT