

PRESENT: Commissioner Katrisha Waldrige
Commissioner Scott Tippet
Commissioner Eric E. Whisman
Commissioner John R. Sower
Mayor William I. May, Jr. (4)

ABSENT: None (0)

Mayor May called the meeting to order. The invocation was given by Rev. Glenn Spaulding. The Pledge of Allegiance was recited.

Commissioner Waldrige requested a moment of silence for the KSU student who took her life and activist from Lexington who passed away, Anita Franklin.

Citizens Comments

David Cammack, representing the Parks Board spoke about the lighting at Capitol View Park and requested that the upgrade wait until the Parks Master Plan is complete.

Bill Cull spoke about his opposition of Two-Way Main Street and would like the Board of Commissioners to state their reasons for supporting Two-Way.

Anna Marie Rosen spoke about the agenda item for hauling solid waste and recycle items suggested that a quote be included from Westrock along with other bids.

Natalie Wilkerson spoke in favor of Two-Way Main Street.

Presentations

Ms. Nicole Konkol is a professional archaeologist and concerned citizen of Frankfort. Ms. Konkol offered a comprehensive overview of the known archaeological sites within Leslie Morris Park along with preservation tools currently in place and other preservation tools for consideration. A conservation easement on the entire 133 acre park was discussed.

Following a lengthy discussion, it was moved by Commissioner Tippet, seconded by Commissioner Sower, to add to the current RFP the investigation of a conservation easement and cultural landscape designation for the entire Leslie Morris Park. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Tippet, Whisman, Sower and Mayor May (4). Those voting against the motion were Commissioner Waldrige (1). The motion was thereupon adopted.

It was moved by Mayor May, seconded by Commissioner Waldrige, to take a 5 minute recess. The motion was adopted by voice vote.

Mayor May called the meeting back to order at 6:35 p.m. with all members present.

Consent Calendar

The following miscellaneous and personnel items were presented:

1. Minutes – January 13, 2020 Work Session; January 27, 2020 Regular Meeting

2. 2020 Certified Local Government Grant – Staff Training/Travel – Grants

Authorized the submittal of a Certified Local Government Grant application to send staff to attend a National Preservation Conference. This is the only national conference focused on the issues facing local historic preservation commissions and historic districts. The biennial conference offers dozens of educational session and discussion panels, mobile workshops and tours, and five days of non-stop networking for staff representing local, state and national organizations and government agencies. This conference will give staff valuable resources and training opportunities. The National Preservation Conference will offer a variety of topics on preservation that will enable staff to better serve the needs of the citizens of Frankfort. Examples at previous conferences include Historic Preservation Funds, Engaging New Generations in Saving Places, Digital Tools for Heritage Conservation and Tax Credits: The Rest of the Story. A Certified Local Government Grant in the amount of \$5,000.00 is being requested by the City of Frankfort to cover the costs of registration, travel and per diem for one staff member. The federal share requested (60% of award) is \$3,000.00 from the Kentucky Heritage Council. Local match for this project (40% of the award), would be \$2,000.00. The match will need to be funded from the General Fund in the upcoming budget. The entire project will cost an estimated \$5,000. If funded, the CLG Grant will cover 60%, or \$3,000, of the project. The \$2,000 match (40%) would need to be funded in the 2020-2021 Budget.

3. MOVED TO ACTION ITEMS - Solid Waste Disposal and Recycle Materials Transportation Bid Award – Public Works

4. MOVED TO ACTION ITEMS - Contractor for Two Way West Main Street Conversion project – Public Works

5. REMOVED - Recollect App – Public Works

6. MS4 Consultant – Public Works

Authorized the reassignment of the contract with Tetra Tech, Inc. to Stantec Consulting, Inc. for engineering consulting services related to the City's MS4 program and authorized the Mayor to sign all related documents. The City of Frankfort is an MS4 community and therefore required to meet certain EPA mandated standards. The Public Works Department relies upon a consulting engineer to provide services to assist in meeting those requirements. Those services include, but are not limited to, updating Ordinance text, preparing annual reports, and preparing the five-year Storm Water Quality Master Plan (SQWMP). In 2015, Public Works chose the consulting firm of Burgess and Niple through an RFP process. In August 2017, following the move of a key staff member to the firm of TetraTech, Burgess and Niple and TetraTech signed the attached Assignment of Contract to allow that particular employee to continue to act as our consultant. Now, the key staff member is an employee of Stantec Consulting Services, Inc. and we desire to assign the contract to the new company. The cost of these services are not to exceed \$30,000. Funds for the MS4 Consulting services are included in the FY 20-21 budget up to \$30,000 in the Stormwater account # 735.00.51100.

7. Contract with McClain's Mowing Services – Planning

Authorized an agreement with McClain's Mowing Services to provide mowing, weed eating and bush hogging services in accordance with the stated specifications found in the City's Invitation to Bid No. 219202-71 and authorized the Mayor to sign all related documents. The previous mowing contract for the Planning Department began in 2017 and was eligible for rebid in late 2019. The City went through the process of advertising for these services through two different Invitations to Bid in late 2019/early 2020. The bids were tabulated by the Finance

Department Purchasing Division and McClain's Mowing Services was the low bid. Funds are budgeted in Planning Account No. 100.70.53295.

8. AECOM Amendment #2 -Two Creeks Upper and Blanton Acres I&I Reduction Project – Sewer

Authorized Amendment #2 to AECOM's Contract for Two Creeks Upper & Blanton Acres I&I reduction project in the amount of \$29,305.00, and for the Mayor to sign all related documents. The Two Creeks & Blanton Acres I&I Reduction Project was awarded for construction to Insituform Technologies in January 2019. During construction the contractor and engineer found several unforeseen issues on the project which has delayed the project. The Sewer Department requested a time extension in December 2019. This amendment covers the cost associated with the extension and the extra Residential Inspection Services for this project. This total cost for this amendment is \$29,305.00. This amendment is \$29,305.00. This project is in the budget and funds are available in account 300.68.56555. Total project budget is \$1,400,000.00.

9. The following personnel items were presented:

- Transfer of Ernie Howard as PW/Solid Waste Department to PW Tech III, effective 2/4/20 (Public Works).
- Appointment of Alicia Barnes in the Police Department as Patrol Officer, effective 2/4/20 (Police).
- Appointment of Bruce Smith in the PW/Transit Department as Transit Driver, effective 2/18/20 (Transit).
- Resignation of Jennifer Jenkins as Finance Director, effective 2/20/20 and authorize payout of accrued leave (Finance).

Permission to make one (1) conditional offer of employment and one (1) alternate conditional offer of employment for the position of Firefighter/EMT Recruit. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate.

It was moved by Commissioner Sower, seconded by Commissioner Waldrige, 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.

Action Items

1. Second Reading

"AN ORDINANCE REZONING PROPERTY LOCATED NEAR THE INTERSECTION OF DARBYSHIRE CIRCLE AND RIVER BEND ROAD WITH THE ADDRESS OF 101 DARBYSHIRE CIRCLE AND CONTAINING 0.85 ACRES, MORE SPECIFICALLY DESCRIBED AS PVA MAP #048-00-00-030.03, FROM PLANNED COMMERCIAL DISTRICT (PC) TO LOW DENSITY MULTIFAMILY DISTRICT (RL)". This ordinance had its First Reading on January 27, 2020. Summary: This ordinance approves a zone map amendment for the 0.85 acre property located at the intersection of Darbyshire Circle and River Bend Road with the address of 101 Darbyshire Circle more specifically described as PVA map #048-00-00-030.03, from Planned Commercial District (PC) to Low Density Multifamily District (RL).

It was moved by Commissioner Sower, seconded by Commissioner Whisman, 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, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 1, 2020 Series).

2. Second Reading

"AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.33 RELATING TO MAYOR AND COMMISSIONER SALARY RATES". This ordinance had its First Reading on January 27, 2020. Summary: This ordinance amends Section 37.33 of the City of Frankfort Code of Ordinances to reflect the salaries of City elected officials as of July 1, 2019 and clarify that salaries of City elected officials shall be annually adjusted by the lesser of the annual salary adjustment granted to City employees in Ordinance §37.38, or the increase in the consumer price index for the previous year as calculated by the Kentucky Department for Local Government.

It was moved by Commissioner Tippet, 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, Tippet, Whisman and Mayor May (4). Those voting against the motion were Commissioner Sower (1). The Ordinance was thereupon adopted (Ordinance No. 2, 2020 Series).

3. Second Reading

"AN ORDINANCE AMENDING ORDINANCE NO. 9, 2019 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2019-20". This ordinance had its First Reading on February 10, 2020. Summary: To summarize an ordinance amending the 2019-20 budget to provide monies for the City of Frankfort to fund the following:

- 1) 2019 Downtown Revitalization Grant (\$100,000)
- 2) Fire Training Grant (\$13,000)
- 3) FIS Reimbursement 2017 Contract (\$34,303)
- 4) Humane Society Building Study (\$26,463)
- 5) Women's Shelter (\$10,000)
- 6) Lump sum contribution of sick leave for retired employees to KRS & not included in budget (\$154,346)
- 7) New ambulance engine (\$32,000)
- 8) Purchase and up-fitting of two vehicles and costs to transfer useable equipment to existing 2017 Explorers (\$66,924)
- 9) Dolly Graham Park Renovation Project (\$500,000)
- 10) Pedestrian bridge over Benson at River View Park Safety/Structural Inspection (\$15,000)
- 11) Field Lighting to Legends and Williams Field – Capitol View Park (\$10,000)
- 12) Increase in Downtown Reinvestment Grant (\$50,000)
- 13) Increase in Neighborhood Reinvestment Grant (\$22,000)
- 14) Concert Stage and Associated Costs (\$125,000)
- 15) Parks Master Plan (\$125,000)
- 16) Sower Fields-Lighting (\$485,000)
- 17) Thoroughbred Trail (\$232,476)
- 18) Unanticipated revenues (\$946,629)

Total 2019-2020 Budget amendment \$ 1,054,833

It was moved by Commissioner Tippet, seconded by Commissioner Sower, 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, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The Ordinance was thereupon adopted (Ordinance No. 3, 2020 Series).

4. Surplus 4 Transit Buses & Order – Transit/Public Works

Authorized the surplus (4) four 24 +2 Cut-A-Way Buses and authorize the Mayor to sign all related documents. Transit received grant funding to replace the aging vehicles in 2019. The grant funds were requested due to the age, condition and increasing maintenance costs of the current buses. Transit requests to surplus the buses due to the arrival of the replacement buses.

The buses available for surplus are as follows:

#	Make/Model	Year	Mileage	VIN #	EMARS #	Purchase Date
82	Chevy/ 5500 Kodiak	2009	247,883	1GBE5V1949F403866	G928F2Z	11/7/08
90	Chevy/ 5500 Kodiak	2009	206,227	1GBE5V1969F407255	G30F209Z	6/1/11
76	Ford/ F-550	2012	158,299	1FDGF5FT8CEC97600	G30F209Z	1/14/13
79	Ford/ F-550	2012	164,351	1FDGF5GTXCEC97601	G30F209Z	1/14/13

Transit requests to surplus the buses and allocate any revenue into the Transportation Improvement Account (530-00-46300). This revenue can be used to purchase new transit vehicles in the future.

It was moved by Commissioner Waldrige, seconded by Commissioner Tippet, to approve the surplus order. After further discussion, the motion was rescinded and it was decided to move this item to the March Work Session.

5. Street Department Surplus Vehicles, Equipment & Order – Streets/Public Works

Authorized the surplus and selling of inventory and vehicles and for the Mayor to sign all related documents. Currently the streets/floodwall divisions has (2) dump trucks and (1) leaf vacuum. All (3) of these have been replaced with new equipment. The units to surplus are 62064, 2005 Chevrolet 8500 Dump Truck. This truck has 47,058 miles. It does not run. It has major engine issues. Unit 62045, 2002 GMC C-8500 Dump Truck: This truck has 36,187 miles. It also has major engine issues, doesn't run and has corrosion in the bed. Pull behind leaf vacuum, Unit 62L1b, 2002 SCL800 TM model. Main shaft is broken in vacuum assembly. The Street division is requesting that these (3) units be placed before the City Commission to be surplus. Then will be placed on GOV DEALS. Com. All monetary proceeds will then be placed into the City's general fund.

It was moved by Commissioner Whisman, seconded by Commissioner Tippet, that the order be adopted. All members being present, the motion to adopt the order was adopted by voice vote without objection (Order No. 1, 2020 Series)

6. Order for Surplus Property – Police Department

Authorized the surplus of equipment such as laptops, monitors, radios, batteries, etc. (see Appendix A) owned by the City and have that equipment be disposed of according to KRS 82.083 and authorize the Mayor to sign all related documents. KRS 82.083 governs methods and requirements for disposing of surplus real and personal property. Each time property is sold or otherwise disposed of; there must be a written determination by the City describing the property, its intended use at the time of acquisition, the reasons why it is in the public interest to dispose of it, and the method of disposition. This equipment was useful to the City and the Police Department at the time of purchase, but has fallen into disrepair, unusable, or is un-repairable at this time. It is taking up space in the Police Department that is considered valuable training space. This equipment is taking up space in the Public Safety Building. The department has no use for it due to the age of the equipment and it's compatibility with current equipment. If approved the equipment that is in disrepair or, for other reasons, unusable will be destroyed. Any operational equipment will be sold on electronic auction.

It was moved by Commissioner Tippet, seconded by Commissioner Waldrige, that the order be adopted. All members being present, the motion to adopt the order was adopted by voice vote without objection. (Order No. 2, 2020 Series)

7. Downtown Reinvestment Task Force Recommendation – Grants

Authorized the award of the \$50,000.00 Downtown Revitalization Grant to the property owners of 104-112 Broadway (the Broadway Building, LLC) as recommended by the Downtown Revitalization Grant Task Force. The Task Force also recommends if additional funds of \$50,000.00 are approved by the Commission in a proposed budget amendment to award \$30,000.00 to property owners of 215 West Main Street (Peach Properties Commercial, LLC) and \$20,000.00 to the property owners of 307-309 West Main Street (Firehouse Investments, LLC). The initial \$50,000.00 grant is in the current budget and an additional \$50,000 is proposed in a budget amendment.

It was moved by Commissioner Waldrige, seconded by Commissioner Tippet, that the funds be awarded. All members being present, the motion was adopted by voice vote. Those voting against the motion were Commissioner Whisman (1).

8. Franklin County Humane Society Resolution – City Manager

It was moved by Commissioner Tippet, seconded by Commissioner Whisman, to adopt the Resolution. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Tippet, Whisman and Mayor May (4). Those voting against the motion were Commissioner Sower (1). The Resolution was thereupon adopted (Resolution No. 3, 2020 Series).

9. Solid Waste Disposal and Recycle Materials Transportation Bid Award – Public Works

Authorized Public Works to enter a five (5) year contract with Republic Services of Kentucky, LLC for both solid waste disposal at a landfill and recycle material transportation to a recycling center as well as for the Mayor to sign all related documents. The Solid Waste Division has a responsibility to its customers to provide reliable waste management solutions. These include residential curbside collection of both solid waste and recycle materials. The Solid Waste Division has historically collected both waste streams. The collected solid waste is then transported by City employees to a landfill for disposal. Collected recycle materials are stored at the Recycle Center until they are hauled by a third party to a recycle facility for processing. In order to continue providing these services, Solid Waste solicited bids for both landfill disposal and recycle material transportation services.

Bid solicitation resulted in two (2) proposals. A brief comparison of quotes for year 1 is available below.

Bidder	Permitted Landfill	Landfill Rate	Recycle Hauling Rate – primary location	Recycle Hauling Rate – secondary location
Rumpke of Kentucky, Inc.	Montgomery County Landfill – Jeffersonville, KY	\$27.50/ton	\$475.00/load	\$650.00/load
Republic Services of Kentucky, LLC	Benson Valley Landfill – Frankfort, KY	\$30.94/ton	\$229.01/load	\$304.01/load

Based on the proposed rates and the cost for the City to transport to the Permitted Landfill location, the Solid Waste Division is prepared to enter into a five (5) year contract with Republic Services of Kentucky, LLC. The described services are accounted for in the Solid Waste budget and will be paid for from the Other Services account, 100.65.53295.

It was moved by Commissioner Whisman, seconded by Commissioner Tippet, that the bid be awarded. All members being present, the motion was adopted by voice vote without objection.

10. Contractor for Two Way West Main Street Conversion project – Public Works

Authorized for the City to enter into a contract with **Arrow Electric Co., Inc. in the amount of \$65,185.00** for the Conversion of West Main Street to Two Way traffic, by revising striping and signage and placing a new traffic signal at the Ann Street intersection, and authorized the Mayor to sign all related documents. The Two Way West Main Street Conversion project was originally bid out in 2017 with curb and storm sewer reconstruction, but the cost was determined to be too high at that time. Public Works then decided to remove curb modifications and bid again in 2019, but no bids were received. The City has advertised for bids for this project again. We are reaching out to contractors as well as making plans available on Demand Star and at Lynn Imaging to attract competitive bids. Bids were opened on February 19, 2020 and two (2) bids were received. Bids were opened and they were reviewed for responsiveness and the lowest and best evaluated bid was determined to be Arrow Electric Company, Inc. with a total bid of \$65,185.00. The other bid received was from Signal Power and Light Inc. and was a total of \$77,700.00. The consultant, Vaughn and Melton has submitted a recommendation letter and bid summary (attached). We recommend approval to award the contract to Arrow Electric Co., Inc. in the amount of \$65,185.00. The funding is available in the Capital Account 530.90.56551 as approved in the 2019-2020 fiscal year budget, and to authorize the Mayor to sign all related documents.

It was moved by Commissioner Sower, seconded by Commissioner Whisman, to approve the contractor. All members being present, the motion was adopted by voice vote. Those voting against the motion were Commissioner Tippet (1).

New Business/Unfinished Business

Commissioner Tippet spoke about the Community Life Center at the Corinth Baptist Church located at 215 W. Second Street. The structure is caught up in city policies and the Board of Commissioners needs to expedite to raze the structure. Following a discussion, it was moved by Commissioner Sower, seconded by Commissioner Tippet, for staff to review all options for this property and bring to a Work Session. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, Tippet, Whisman, Sower and Mayor May (5). Those voting against the motion were none (0). The motion was thereupon adopted.

Commissioner Sower announced the Frankfort Job Fair at the Paul Sawyer Library will take place on March 3, 2020 from 10 a.m. until 3 p.m. The Human Resources team will be there for Finance, part time positions, seasonal positions, Parks & Rec and Transit openings.

Commissioner Waldrige expressed concerns for middle schoolers regarding lights getting fixed at Legends, Williams, Pewitt and Sullivan Fields. All of the lights are in poor shape. Keith Parker, City Manager will review with Shawn Pickens, Director of Parks and Recreation, to look at mobile lights to get us through the season.

Commissioner Whisman stated the Board of Commissioners needs to step back from directing pet projects.

Commissioner Sower requested that staff look at the Singing Bridge to either retrofit or get a new bridge.

Commissioner Waldrige asked for a moment of silence for C. Michael Davenport.

It was moved by Commissioner Tippet, seconded by Commissioner Waldrige, that the meeting adjourn. The question was put upon the motion and was adopted by voice vote. The meeting adjourned at 7:23 p.m.

Mayor

Attest:

City Clerk