

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

ABSENT: None (0)

Following roll call, Mayor Wilkerson called the Work Session to order.

Staff Reports

Kathy Fields, Director of Human Resources, spoke about the City Manager Evaluation process. Following a discussion Ms. Fields recommended that we have the annual evaluation for the City Manager as we have done in the past and moving forward the City Manager can be evaluated every 6 months.

Penny Peavler, Strategic Initiatives Consultant, gave an update of the last year of projects. Items such as meeting with various stakeholder groups, community development, a downtown grocery store, worked with Interapt, working with local distilleries, tourism, hotels, convention space options, lead the effort for the Strategic Plan which was adopted in February. Also, will continue working with the Paddocks Development and other economic developments, Parcels B & C and cultivate relationships on a local level.

Alicia Boyd, Director of the Finance Department, spoke about the creation of a Finance Committee. This committee would include the Finance Director, 2 members of the Board of Commissioners and the City Manager. The meeting would take place each quarter. Commissioner Waldrige suggested adding a community member. Laura Ross, City Solicitor, will check the Ethics provisions to see if that is possible. The Mayor directed staff to add this item to the Regular Meeting agenda.

Blair Hecker, Special Projects, gave an update on the Yiftee/Shop Local Frankfort Program. Currently 75% of the allocation has been redeemed and on April 1st, which is the deadline there will be \$23,000.00 left. Ms. Hecker proposed that the remaining go back into the gift card program and during the International Jazz Festival Event at The Grand Theatre, we can use the Thoroughbred Trail and give to KSU students for them to come downtown prior to the Jazz Festival. The Mayor directed staff to bring this proposal back to the Regular Meeting agenda.

Laura Ross, City Solicitor, gave an update on the lease of the old Frankfort Plant Board building. The lease is being worked on and the building will be used for election activities. The Franklin County Fiscal Court will discuss and approve during their meeting on 3/18/22.

Laura Hagg, City Manager, gave a brief update on Executive Order No. 4, 2022 Series which repealed several COVID-19 related items.

Discussion Items

Update on Josephine Sculpture Park & Downtown Art

This item was removed as the presenter was not able to attend.

Update from the Architectural Review Board (ARB)

Nicole Konkol representing the Architectural Review Board (ARB) stated that City staff is very supportive of their efforts. There are several projects such as CLG agreements, letters of support, March on History, YMCA and the Broadway Bridge. ARB intends to make the public more aware of economic development.

Discussion of Award to New Downtown Parking Operator

Eric Cockley, Director of Community Development, spoke about the award to the new Parking Operator for downtown. Currently FPD is handling parking enforcement. Garage operations, downtown parking, parking advisory group, improved parking resources, improved data tracking, general help and assistance, increase outreach and education, with a parking specific webpage. This all ties back to the Strategic Plan Item Number 1.

Federal and State Tax Credits for Historic Preservation

Vicki Birenberg, Historic Preservation Officer, spoke about the federal and state tax credits related to historic preservation. In 2001 the City of Frankfort had 100 federally and state assisted projects.

Bathrooms at Dolly Graham Park

Shawn Pickens, Director of Parks & Recreation, stated that the Splash Pad should be open on June 1st at Dolly Graham Park. Mr. Pickens suggested a portable restroom trailer to get through short term and look at other options after the budget.

Action Items

McClure Building Sidewalk Temporary Shoring & Order – Public Works

The purpose of this memo is to request approval of an Order certifying and emergency for procurement purposes, and amendment to a professional services agreement with Cornerstone Engineering, Inc in the amount of **\$58,367.00** to provide structural design and installation of temporary shoring beneath the sidewalk at the corner of West Main and St. Clair Street, and for the Mayor to sign all related documents. The sidewalk at the corner of West Main and Saint Clair, running parallel to each street, is supported by a structural system below grade. The basement of the McClure building extends out underneath the sidewalk and the structural supports are accessed through the basement. For many years, water infiltration has caused deterioration and damage of the concrete and reinforcing steel on the beams, columns and walls below the sidewalk, reducing the stability of the sidewalk. In January 2022, the Board of Commissioners approved a Professional Services Agreement with Cornerstone Engineering, Inc. to investigate the structural integrity of the sidewalk and make recommendations for repairs. Cornerstone representatives visited the site on February 16, 2022 and completed a thorough investigation. We have received a preliminary report and recommendations for repair. Along with that, due to the advanced deterioration of the structure below, they recommended immediate installation of temporary shoring until the permanent solution can be designed and installed. In order to expedite the process, and since Cornerstone Engineering, Inc. has a reputable construction division, we asked Cornerstone to provide a cost estimate to install the shoring. In order to protect public safety, a portion of the sidewalk has been closed to pedestrian traffic. Access to the McClure building is currently being maintained at all entrances of the McClure Building.

An emergency Purchase Order has been issued so we can mobilize as soon as possible. On Wednesday, March 9, 2022, we issued a notice to proceed to Cornerstone and they will be in town Monday afternoon, March 14, 2022, with the first materials arriving on Tuesday March 15, 2022. Staff recommends approval of the amendment to the professional services agreement with Cornerstone Engineering in the amount of **\$58,367.00**. Municipal Aid can be utilized for any planning, design or construction inside City Maintained rights-of-way. Funds are available in account #535.00.51100. This will come out of the approved funds budgeted for City Sidewalks in Fiscal Year 2021-2022.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, to approve the project and 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. 5, 2022 Series).

“A Resolution in Support of a Connector Road and State Plan to Ease Congestion” was read by Laura Ross, City Solicitor.

It was moved by Commissioner Waldrige, seconded by Commissioner Thompson, 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, Thompson, May, Unger and Mayor Wilkerson (5). Those voting against the motion were none (0). The Resolution was thereupon adopted (Resolution No. 5, 2022 Series).

Discussion of Tentative Agenda

The Mayor and Board of Commissioners requested several items to be placed on the Regular Meeting Agenda for Yiftee Gift Cards, Parking Operator Agreement, Katie Beard to speak about paving and potholes.

It was moved by Commissioner May, seconded by Commissioner Unger, to go into Executive Session per KRS 61.810(1)(f), discussions which may lead to the discipline or dismissal of an employee. The motion was adopted by voice vote. The meeting went into closed session at 7:30 p.m.

It was moved by Commissioner Waldrige, seconded by Commissioner Unger, that the meeting return to open session. The motion was adopted by voice vote. The meeting returned to open session at 8:09 p.m.

It was moved by Commissioner May, seconded by Commissioner Unger, to approve the employment action of moving Tomba Brown from supervisor to telecommunicator II effective 3/15/22. The question was put upon the motion and the roll called. Those voting in favor of the motion were Commissioners Waldrige, May, Unger and Mayor Wilkerson (4). Those voting against the motion were none (0). The motion was thereupon adopted. *Note: Commissioner Thompson abstained.*

Commissioner Waldrige requested a point of privilege and would like to move forward with the sign for Brooklyn Miles and switch out in May.

Commissioner Waldrige also recognized and congratulated various community members.

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 8:12 p.m.

Mayor

Attest:

City Clerk