

NOTICE

Per KRS 61.826 the Board of Commissioners Regular Meeting being held on May 22, 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
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FRANKFORT
KENTUCKY

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

May 22, 2023
5:00 PM

INVOCATION

Reverend Les Whitlock – First Corinthian Baptist Church

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL & RECOGNITION

CITIZEN COMMENTS – PLEASE USE THE SIGN IN SHEET- INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES.

EXECUTIVE SESSION PER KRS 61.810(1)(c), PROPOSED LITIGATION ON BEHALF ON THE CITY AND 61.810(1)(b) DELIBERATIONS ON THE FUTURE ACQUISITION OF REAL PROPERTY BOTH RELATED TO CONDEMNATION FOR SEWER EASEMENT ACQUISITION. ACTION MAY BE TAKEN IN OPEN SESSION.

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, April 10, 2023; Regular Meeting, April 24, 2023**
2. **Envisio Strategic Planning Reporting Recommendation – City Manager Dept.**

Staff requests authorization for the Mayor to sign a Master Agreement with Envisio for training and software for Strategic Planning reporting. This software will make reporting for staff much more streamlined and automatically create reports for the Board of Commissioners and the public. In 2021 after much input from the community with the Downtown Master Plan, Parks, Recreation and Historic Sites Plan, the Arts and Cultural Master Plan and various other plans, the City Commission created a Strategic Plan with four main focus areas: The Story of Frankfort, IDEA, Economic Development and Sustainability. Staff then met to determine how to help move the Strategic Plan forward and began tracking the successes and forward momentum. Staff currently utilizes a large Google spreadsheet with all areas of strategy, activities and tasks included. The spreadsheet is very cumbersome and it's often difficult to quickly see progress and to update. With this in mind staff began looking at various reporting software systems to determine if one would meet our needs, including Envisio and Civic Plus. Staff has determined that Envisio would best meet our needs, including ease of updating, engaging dashboard and simplicity in generating reports. The software would be designed for each reporting staff member to have their own dashboard to report their activities and can be accessed remotely. The software also generates reports in real time so staff, the Board of Commissioners or the public can see how strategies are moving forward. Members of the City Manager's Department met with Envisio representatives several times to negotiate a reduced price on a three year for service, software and training. The three-year contract will include a one-time set up fee of \$2,499.00 and an annual fee of \$17,500.00 for a total contract of \$54,999.00. Staff recommends authorization for the Mayor to sign all documents including a Master Agreement with Envisio for software and training related to Strategic Planning reporting.

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

3. Telephone Audit Services – Finance/IT

The purpose of this agenda item is to seek the Board of Commissioners approval to pay Spy Glass for an audit of the City's bills for cellphones and air cards and authorize the Mayor to sign the agreement. Spy Glass performed an audit on the City phones and Air Cards. This audit discovered an astounding \$85,149.00 in savings. These savings are an accumulation of eliminating lines no longer in use (surplus phones which were assigned during Covid), over charges, and unnecessary fees. This will result in ongoing yearly savings for the City. Spy Glass charges the client one year's savings for discoveries that are eliminated from the bill. Therefore, we request that the City pay Spy Glass a one-time payment of \$85,149.00. ***This amount will be included in the upcoming budget amendment for the IT budget.*** Staff recommends the Board of Commissioners approve to pay Spy Glass \$85,149.00 and authorize the Mayor to sign the agreement. Staff will work with Spy Glass to implement these savings and sell all surplus cell phones.

Attachments: Memo, Invoice Detail, Invoice, Audit Agreement

Suggested Disposition: Receive and File; Approve

4. New Police Vehicle Purchase – Police

The purpose of this memo is to request the purchase of one (1) 2023 Ford Explorer XLT 4x4 utilizing funds from insurance proceeds, and to authorize the Mayor to sign all related documents. This vehicle will be purchased from Frankfort Ford through a state contract. The Police Department works to maintain the overall quality of the fleet vehicles. The City of Frankfort received an insurance payment of \$47,447.03 for a totaled patrol vehicle and will receive an additional insurance payment of \$13,462.71 for the up-fitting. The 2023 Ford Explorer XLT 4x4 would serve as the replacement. The Police Department is asking that one (1) 2023 Ford Explorer XLT 4x4 be purchased at this time. Bids were obtained from all three state contract holders, and Frankfort Ford provided the lowest quote of \$41,099. The up-fitting will be completed by L&W Emergency Equipment, through an approved state contract, and will be \$5,233.20. The total cost for one (1) vehicle is \$46,332.20. The vehicle, and up-fitting equipment, will be purchased through the Capital Improvements fund from account 530.90.56551. Proceeds will be deposited into the Capital Improvements Account and payment will come from that same account. ***A Budget Amendment will be presented in June.*** Staff recommends approval to purchase one (1) 2023 Ford Explorer XLT 4x4 from Frankfort Ford and allow L&W Emergency Equipment to up-fit the vehicle. After the purchase is approved, Asst. Chief Napier will request the purchase orders and place an order for the vehicle through Frankfort Ford.

Attachments: Memo, Frankfort Ford Quote, L & W Estimate

Suggested Disposition: Receive and File; Approve

5. Amendment #1 – WWTP RAS Pump Replacement – Sewer

The purpose of this memo is to request approval of Amendment #1 in the amount of \$55,525.00 to the construction contract with Herrick Company to add replacement of the RAS Valves and for the Mayor to sign all related documents. Herrick Company was awarded the contract to replace the RAS pumps for the WWTP in January 2023. In completing the initial setup for the project, the valves that shut off process flow to the pumps, were found to be not working. These valves need to be replaced to allow for proper isolation of the pumps. In order to complete the project, Herrick will have to replace all of the RAS valves so that each pump can be safely removed. Herrick has provided an additional quote for the valves of \$55,525.00. Funds are available in account # 300.68.56555. Any additional funding will be taken from the Emergency Repairs line item. Staff recommends approval.

Attachments: Memo, Herrick Quote, Amendment # 1, Copy of 2023 Contract Approval

Suggested Disposition: Receive and File; Approve

6. Riverview Park Bank Stabilization – Public Works

The purpose of this discussion item is to request the Board of Commissioners approval to move forward in accepting the FEMA disaster funding in the amount of \$268,000.00 with a \$30,000.00 City match to replace lost rip-rap from the riverbank at Riverview Park. Staff also asks the BOC to consider committing additional funding to provide a more complete and permanent solution. The City of Frankfort applied for Federal Emergency Management Agency (FEMA) Public Assistance program funding through Kentucky Emergency Management (KYEM) as a sub-recipient, after the flooding events in 2018 & 2021, to repair and stabilize the riverbank that was lost at Riverview Park. We were approved for in-kind repairs as well as hazard mitigation measures. The approved project was based on a benefit cost analysis and totaled \$298,000.00 with a 90%/10% cost share. These funds were budgeted in the Stormwater Account in the 2022-2023 fiscal year budget. In September 2022, the City entered a Professional Services Agreement with Hazen and Sawyer for design of the repairs and stabilization of the bank.

Attachments: Memo, Concept Plan, Cost Estimate
Suggested Disposition: Receive and File; Approve

7. Roadway Restoration Contract Award – Public Works

The purpose of this agenda item is to seek Board of Commissioners approval to award the 2023-2024 Unit Price Contract for Roadway Restoration, Bid No. 2222301-535 and authorize the Mayor to sign all related documents. This contract will cover the final asphalt repairs of utility cuts performed in the City streets as detailed in the City of Frankfort Right-of-Way Standard. In May 2020 the City of Frankfort adopted a revised Right-of-Way Standard that details how utility cuts will be repaired in the City streets and roads. The Standard specifies that the Utility Company will pour a concrete cap to finished grade and the City will perform the final repair. This method was chosen to ensure the City has control over the quality of the final asphalt repair. The total scope of work is unknown but an estimate for the fiscal year was developed for bidding purposes. The Contractor will be paid as work is completed throughout the remainder of 2023 based upon the unit prices listed in the bid documents. Utility companies shall reimburse the City 115% of all expenses associated with this contract for work related to excavations they perform in the City streets and roads. Payments will be made from account 535-00-51100. Once reimbursement is received from the Utility Companies account 535-00-51100 will be reimbursed 100%, the remaining 15% (administration fees) will be deposited into account 535-00-46300 for future resurfacing repairs. Only one bid proposal was received from Randle-Davies Construction Company LLC. The proposed budget for this work is \$300,000.00. If approved, funds will be available in account 535-00-51100. Staff recommends award of this contract to Randle-Davies Construction Company LLC and for the Mayor to sign all related documents.

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

8. Request to Purchase Transit Center Furniture – Transit

Transit requests to purchase Transit Center office furniture from Schools In, LLC for the amount of \$100,656.00 and for the Mayor to sign any related documents. Transit received bids for the purchase Transit Center Office Furniture on April 12, 2023, Three bidders submitted pricing; the lowest bidder, Office 360, was deemed unresponsive. The bid submitted by Office 360 did not include all items that were requested, and two items submitted did not meet minimum technical specifications. The second lowest bidder, Schools In, LLC, submitted pricing for every item and all items met or exceeded minimum technical specifications. The two (2) quotes that met specifications are as follows:

Schools In, LLC: \$100,656.00
Interior Design and Architecture: \$100,950.65

Transit requests to purchase the Transit Center furniture from the lowest bidder, Schools In, LLC. Funds for the purchase of the office furniture are available in the Transportation Improvement/Capital account #530-00-51100. The purchase would be 100% reimbursed with FY23 5311 grant funds provided through KYTC. Transit recommends approving the purchase of Transit Center office from Schools In, LLC of \$100,656.00.

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

9.

Personnel Action	Employee	Department	Date	Position
Appointment	Kenton Bottoms	Planning	5/9/2023	Neighborhood Inspector
Appointment	Benji Clem	Sewer	5/9/2023	Plant Operator
Appointment	Derek Cline	PW/Solid Waste	5/9/2023	Solid Waste Tech
Appointment	Josh Burnett	PW/Solid Waste	5/9/2023	Solid Waste Tech
Appointment	Antonio Grey	PW/Streets	5/23/2023	Streets Tech
Appointment	Tyler Garrett	E911	5/16/2023	Telecommunicator I
Retirement	Michael Hockensmith	Parks and Rec	5/31/2023	Parks and Rec Deputy Director Authorize payout of accrued leave
Transfer	Daniel Kirk	PW/Solid Waste	5/9/2023	Sr Tech Streets to Sr Tech Solid Waste
Resignation	Amanda Livsey	Fire/EMS	5/20/2023	Firefighter II
Resignation	Michael Martin	Police	5/31/2023	Patrol Officer II Authorize payout of accrued leave
Resignation	Kim Wainscott	Finance	5/18/2023	License Fee Administrator Authorize payout of accrued leave

Attachments: Kim Wainscott letter of resignation, Michael Martin letter of resignation
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 ACCEPTING A PORTION OF WESTRIDGE DRIVE AS A PUBLIC STREET”. This ordinance had its First Reading on May 8, 2023. SUMMARY: This ordinance officially accepts the dedication of that portion of Westridge Drive between U.S. 127 South and Vandalay Drive for public use and maintenance.

Attachments: Ordinance
Suggested Disposition: Receive and File; Adopt Ordinance

2. **“A RESOLUTION APPROVING AND AUTHORIZING AN ASSISTANCE AGREEMENT BETWEEN THE CITY OF FRANKFORT, KENTUCKY AND THE KENTUCKY INFRASTRUCTURE AUTHORITY TO PROVIDE UP TO \$3,884,100.00 OF LOAN FUNDS FOR WASTEWATER SYSTEM IMPROVEMENTS FOR THE FOLLOWING PROJECT: A23-012 WILLOW PUMP STATION FORCE MAIN REDIRECTION”**

Attachments: Memo, Resolution
Suggested Disposition: Receive and File; Adopt Resolution

3. **“A RESOLUTION OF THE CITY OF FRANKFORT ACCEPTING GRANT TOWARDS THE MIAMI TRAIL PROJECT KIA LOAN NO. 22CWS012, APPROVING THE GRANT ASSISTANCE AGREEMENT, AUTHORIZING THE AMENDMENT OF THE CITY OF FRANKFORT’S ANNUAL BUDGET, AND AUTHORIZING A REPRESENTATIVE TO SIGN ALL RELATED DOCUMENTS”**

Attachments: Memo, Resolution, Grant Assistance Agreement
Suggested Disposition: Receive and File; Adopt Resolution

4. **Fort Hill House Surplus Order**

The purpose of this agenda item is to seek Board of Commissioners approval for the Parks Department to surplus as scrap the Fort Hill employee house and approval for the Mayor to sign any related documents. In 2022, the employee home at Fort Hill was vacated due to the employee living there resigning his position in the Parks Department. The home has been vacant since early in 2022. The Parks Department does not have any plans or wish to fill the home in the future. The Parks Department, in accordance and recommendations in the Parks Master Plan, plans to construct a small maintenance & storage facility at the location of the home. Staff had the structure appraised by Marshall Flynn on April 27, 2023. Mr. Flynn evaluated the home, and the current market value of this property would be less than \$1,000.00. Following the appraisal staff requests the Board of Commissioner approve the surplus of the home for scrap and the Mayor sign any related documents. Staff will make arrangements to surplus the item for scrap through the Finance Department.

Attachments: Memo, Order, Appraisal Report
Suggested Disposition: Receive and File; Adopt Order

5. **“A RESOLUTION PERMITTING REIMBURSEMENT OF ONE PERCENT (1%) OCCUPATIONAL TAX LICENSE FEE ON SALARIES ASSOCIATED WITH THE EXPANDING OPERATION OF INVESTORS HERITAGE LIFE INSURANCE COMPANY, OR ANY SUBSEQUENT ASSIGNEES OR APPROVED AFFILIATES THEREOF, PURSUANT TO KRS CHAPTER 154, SUBCHAPTER 32, AS PART OF ITS APPLICATION FOR INCENTIVES UNDER THE KENTUCKY BUSINESS INVESTMENT PROGRAM”**

Attachments: Memo, Resolution
Suggested Disposition: Receive and File; Adopt Resolution

6. Fiscal Year 2024 Budget Decisions

- **Restore Necessary Travel**
- **KCDC Funding**
- **Simon House Funding**
- **Council on Aging Funding**
- **Franklin County Humane Society Funding**
- **Invasive Species Funding**
- **Maintain/Eliminate New Positions**
 - **City Manager Budget**
 - **Assistant City Manager**
 - **Risk Manager**
 - **Communications Specialist**
 - **Public Works Budget**
 - **PT Building Maintenance Employee**
- **New Community Policing Advocate**
- **Economic Development Plan with Franklin County**
- **Maintain/Reduce Lobbyist**
- **Hiring Freeze as of March 24th**
- **No COLA**
- **No COLA For Commissioners Only**
- **Capital Projects**
- **Sanitation Fee**

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT