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## Frankfort City Commission Meeting Notes

The information provided below is a preliminary, unofficial summary of the most recent meeting of the Frankfort City Commission. This information is not the official minutes of the meeting, which are required to be reviewed and approved by the City Commission. The official minutes of the meetings can be found on the City of Frankfort website at [Frankfort.ky.gov](http://Frankfort.ky.gov), after the official minutes have been reviewed and approved by the City Commission.

**Monday, November 27, 2017**

**Frankfort City Commission Special Meeting – 4:00 p.m. (Kentucky History Center)**

### Mayor/Commissioners in Attendance

Commissioner Tommy Haynes  
Commissioner Scott Tippet  
Commissioner Robert Roach  
Commissioner Lynn Bowers

### Ceremonial Items

### Citizens' Comments

- None

### Consent Calendar

*Items below were on the November Consent Calendar and are considered to be routine by the Board of Commissioners. These items were enacted by one motion and one vote.*

### Rejection of Bids for Sludge Disposal

The Commission rejected bids of the turnkey operation for wastewater sludge dewatering, handling, hauling and disposal services at the Sewer Department's wastewater treatment plant. The bid received was substantially more than anticipated. The Sewer Department staff has proposed an alternate that would be more cost efficient but will result in more staff time.

### Kentucky Avenue Change Order - Balancing

The Commission authorized Change Order #3 to Todd Johnson Excavation, Inc. for balancing quantities and project close out. The Change Order also includes liquidated damages in the amount of \$40,000.00 for time overruns.

### Strand Associates, Inc. Amendment

The Commission approved Amendment #3 to a Professional Services Agreement with Strand Associates, Inc. for additional construction administration.

#### Replacement Utility Truck Purchase

The Commission approved the purchase of a replacement utility truck and the surplus of a current utility truck for the Sewer Department. The purchase will be done on the State Master Contract. The truck will be purchased from Paul Miller at \$36,321.12 and the dump bed will be purchased from Owens at \$7,255.00.

#### Aquatic Center Rate Changes for 2018

The Commission approved 2018 rate changes for the Aquatic Center. Based on 2017 attendance the rate changes will generate an additional \$34,381.00 in revenue.

#### Brownfield Assessment Grant

The Commission approved the submission of a Brownfield Assessment grant in the amount of \$300,000.00 to the Environmental Protection Agency to help identify potential contaminants. Although the grant will be for community-wide assessments, the focus area will be the Holmes Street Corridor.

#### Contract with Tetra Tech for MS4 Consulting

The Commission authorized a multi-year contract with Tetra Tech, Inc. for engineering consulting services related to the City's MS4 program. 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 an Assignment of Contract to allow that particular employee to continue to act as our consultant.

#### Crew cab Truck for Floodwall Division of Public Works

The Commission approved the purchase 2018 F250 pickup truck from Paul Miller per the State Master Commissioner's Agreement. The truck that Floodwall is requesting is a 2018 F250 4WD Supercrew. It will be replacing a 2004 Ford F-250 4X4 crew cab with 170,275 miles and has severe corrosion on the front shock mounts. This truck is used by the mowing crew that maintains the floodwall and the sewer pump stations. The existing truck will be removed from service and designated as surplus. This truck is being purchased via KY State Master Commissioners Agreement (MA 758 1800000180) for \$30,462.12.

#### Surplus of Challenger Model 24080 4 Post Lift

The Commission gave permission for the Garage Division of Public Works to Surplus a Challenger Model 24080 4 Post Heavy Duty Lift by way of GovDeals.com. This piece of equipment is located in one bay of the garage. It is used to lift vehicles so that the mechanic can access and work underneath. This lift is a Challenger Model 24080 80,000 pound lift that is 16 years old. It is seldom used because the Garage staff uses newer, portable lifts that are better suited for working on city vehicles and equipment. Funds from the sale of the lift will be placed in the Garage Equipment account,

#### Road Salt Bid for 17-18 Fiscal Year

The Commission authorized acceptance of the bid for supplying road salt for the 17-18 fiscal year from Compass Minerals America, Inc. The low bid this year is about \$18 a ton less than the previous bid, \$56.24 per ton.

#### Contract with CivicPlus for agenda management software

The Commission approved a contract with CivicPlus for CivicClerk agenda management software. The City of Frankfort has been transitioning to an online agenda format process to improve efficiency, transparency and

citizen interface. The first step was the purchase of electronic records retention software to help facilitate improved storage and retrieval of documents by electric means. The cost to design and implement the CivicClerk agenda management software and workflow is \$6,639.00 with an annual maintenance fee of \$5339.00 year two and beyond which will be budgeted through the annual budget request process

#### Surplus 2003 Ford Explorer

The Commission authorized the surplus the 2003 Ford Explorer by posting on GovDeals.. The City of Frankfort IT Dept. currently uses a 2003 Ford Explorer to provide support to other city facilities. The vehicle was previously used by the Fire Department and was surplused to IT in 2016. The vehicle continues to experience mechanical problems costing the department money each year. Recently the Planning and Building Department surplused their 2007 Hyundai SUV due to a reduction in staffing and no longer needing an extra vehicle. The Hyundai is in better shape, with fewer mechanical issues and will meet the transportation needs for the IT department which will reduce costs by surplus of the Ford Explorer.

#### Contract with Canon, Inc. for Centralized Printing

The Commission approved a contract with Canon, Inc. to centralize the City's printing operations. There are currently 29 printers in City Hall. The majority of which are lower quality desk jets that have a very short life cycle. It is estimated that the cost to maintain or replace these printers annually is approximately \$6000.00 across all departments, migrating to a network print system where larger, higher quality printers are shared by staff and departments, has proven to be an efficient, best practice in helping cities to better manage their printing needs, reducing costs and improving efficiencies. The City of Frankfort is proposing to consolidate 29 desk jets with 5 high, volume multi-function printer/copier/fax/scanning devices. This will also allow us to save money by bringing some printing jobs in-house. The monthly cost for 4 high volume multi-function printer/copier/fax devices is \$383.00 for 60 months or \$4596.00 annually.

#### Transit Department Bid Rejection for Contract Truck

The Commission approved the rejection of bids for a contract truck. The Transit Dept. recently went out to bid on a replacement contract truck. Frankfort Transit received two sealed bids. The bids were submitted to the State for their review and purchase approval. Both bidders failed to submit the required signed document, Federal Motor Vehicle Safety Standards (FMVSS) Both Bidders submitted bids that included exceptions to the bid specifications. Both vendors are owned by the same vendor creating inadequate competition (PW/Transit).

#### County Air Card MOA

Commission gave approval to allow the Mayor to sign all related documents regarding a City/County Air Card agreement. The Franklin County Sheriff's office is currently using the same air cards through Verizon that our officers use for their mobile data terminals. Each officer must use an air card to access vital information while in the field on their MDC in car computers. These include running license checks and wanted information on suspects. The Sheriff's office is utilizing the same air cards through Verizon on our network. This keeps the network more secure and allows our IT personnel to monitor and restrict what the network is used for. The air card bill comes each month and includes both the Frankfort Police Department and the Franklin Co. Sheriff's office together.

#### Surplus of Parks Inventory

The Commission authorized the Parks, Recreation and Historic Sites Department is requesting approval to surplus inventory items such as lawn mowers, gators and equipment deemed obsolete and unusable. The list of equipment up for surplus comes from multiple areas in our parks system and has been added to the surplus list by the Supervisor from each particular area. The Supervisors have deemed the pieces unusable due to cost in repair, outdated/unable

to obtain adequate parts and taking up storage place in limited storage areas. After the list of surplus inventory is approved the items will be sold on gov.com to the highest bidder, gaining monetary value from these now useless items (Parks).

#### RFP for New Fire Engine

The Commission authorized the Fire Department to publish a Request for Proposals for a new fire engine. During the FY 17/18 budget development, the Fire Department budgeted one half of the cost of a replacement Engine with the second half of the cost planned in the FY 18/19 budget. Currently, account 42.56550 contains \$275,000.00 which is reserved for the purchase of a new fire engine. Spreading the purchase over two FY Budgets was done for two reasons. 1) There is an estimated 300-330 day build time from the time of contract signage to delivery, and 2) Fire administration wanted to spread the cost over two FY budget cycles to lessen the burden on a single budget cycle. The approval to begin writing the specifications and subsequent posting for RFP has no budget impact; however, there will be a budget impact of an estimated total of \$560K – \$275K from FY 17/18 and an estimated \$277K in FY 18/19 (Fire).

#### Personnel

Retirement of Mark Pardi, Police, 11/30/17, Community Service Specialist  
Resignation of Eric Skaggs, Police, 11/13/17, Patrol Officer II  
Resignation of Matthew Madden, PW/Streets, 11/1/17, Public Works Tech II  
Appointment of Wesley Wiley, Sewer, 11/28/17, Plant Operator I

#### Board Appointments

##### Architectural Review Board

Eric Whisman, appointed for a term ending 9/12/20.

##### Plant Board Appointment Discussion

After much discussion regarding appointments to the Plant Board and other Boards the City Commission requested the City Attorney, Laura Ross Milan, and staff to draft appointment processes for 1) Plant Board Members 2) Basic Board Members and 3) Enhanced Board Members who might require specialized experience.

#### ACTION ITEMS

##### Fire Department Promotions

**FIRST READING:** The Commission heard a First Reading amending the City of Frankfort Code of Ordinances relating to Fire Department promotions.

##### St. Clair Street

**FIRST READING:** The Commission heard a First Reading relating to the closure of a portion of St. Clair Street.

##### Hill Street

**FIRST READING:** The Commission heard a First Reading relating to the closure Hill Street.

##### CityVisions Introduction

City Manager City Steinhauser introduced Barry Alberts of CityVisions, the consulting firm recommended by the Capital Plaza Committee. After a brief presentation by Mr. Alberts the Commission gave their approval to hire the firm.

### December Special Meetings

The Commission agreed to hold a Special Meeting prior to December's Work Session on December 11 to discuss Capital Plaza right of way transfer and easement. The Commission also agreed to hold a Special Meeting at 6 p.m. on December 11 to discuss Plant Board appointments. Finally, the Commission agreed to move the December Voting Meeting to Monday, December 18, as it was previously scheduled for Christmas Day.