

City of Frankfort

Capital of Kentucky

315 West Second Street, P.O. Box 697
Frankfort, Kentucky 40602
(502) 875-8500

www.frankfort.ky.gov

Mayor
William I. May, Jr.

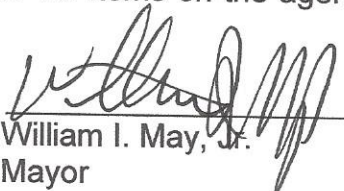
Commissioners

Lynn Bowers
Tommy Z. Haynes
Robert E. Roach
Scott Tippet

12-6-17


SPECIAL MEETING CALL

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, December 18, 2017, at 5:00 p.m., in the Council Chamber of the Municipal Building, 315 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, December 25, 2017. All items on the agenda will be considered and action will be taken.



William I. May, Jr.
Mayor



Equal Opportunity Employer
Equal Housing Opportunity 

REVISED 12-15-17

AGENDA

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

**December 18, 2017
5:00 P.M. (EST)**

INVOCATION– RETIRED - REV. JACK BREWER – FIRST UNITED METHODIST CHURCH

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL ITEMS

CITIZEN COMMENTS – PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES (AGENDA ITEMS ONLY).

JOINT SESSION WITH FRANKLIN COUNTY FISCAL COURT – DISCUSSION AND RELATED ITEMS

1. Interlocal Agreement with Franklin County & Resolution for City Visions

2. Contract with City Visions

The purpose of this memorandum is to request approval of the contract with CityVisions Associates to conduct a community engagement process and creations of a downtown master plan and to authorize the Mayor to sign all related documents. In October 2017, the committee interview four finalists firms and eventually selected CityVisions Associates. CityVisions Associates is a consulting firm specializing in urban real estate development, and urban planning and design. Current and recent projects include the transformation of HH Richardson-designed former psychiatric asylum in Buffalo, NY into a boutique hotel; redevelopment of the Old Fayette County Courthouse in Lexington; revitalization of the riverfront in Owensboro, KY; and redeveloping downtown districts in Louisville, Dayton and Minneapolis through affiliate development partner, Weyland Ventures. The professional service agreement is for a total amount of \$100,000 payable in month intervals through the term of the Agreement. Under a separate MOA, the city will invoice the County for 50% of the CityVisions invoice submitted each month.

Attachments: Contract

Suggested Disposition: Receive and File; Approve

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 – November 13, 2017 Work Session; November 13, 2017 Special Meeting; November 27, 2017 Special Regular Meeting; Special Meeting November 27, 2017

2. Contract Extension with Duke's Root Control, Inc.

The purpose of this memo is to recommend the authorization of a contract extension with Duke's Root Control, Inc. to provide chemical root control services in sewer mains and authorize the Mayor to sign any required documents. Roots are an ongoing problem with aging sewers and the resulting Inflow & Infiltration (I&I). The Sewer Department annually contracts to have roots chemically controlled throughout the system. A bid package was advertised July 17, 2016, bids were opened July 28, 2016, and a contract was awarded by the City Commission in August 2016. Duke's Root Control, Inc. was the only bidder. This contract allows for up to 4 additional one year extensions. This is a unit price contract with a \$50,000 contract limit, the amount we budget annually for root control. Funding is available in account no. 300.68.54335. This account has \$750,000 budgeted and as of November 1 the account has \$188,383 expensed and encumbered (Sewer).

Attachments: None

Suggested Disposition: Receive and File; Approve

3. Backflow Preventer Valve at 301 Paul Sawyer Dr.

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to be installed at 301 Paul Sawyer Dr. and authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system they automatically qualify. The customer requesting the valve must obtain 3 quotes from plumbers and will be reimbursed for the lowest bid. L.M. and Patricia Greer of 301 Paul Sawyer Drive have experienced sewer backups and requested a backflow valve be installed. They have received 3 quotes in the amounts of \$1,950.00, \$4,950.00 and \$5,400.00. They have also signed and returned a "Backflow Preventer Valve Agreement" which is to be signed by the Mayor and recorded. Funds are available in the 400.68.53295 account. The budget for this account is \$250,000 and as of October 31 this account had \$23,356 expensed and encumbered (Sewer).

Attachments: Agreement, plumbing quotes

Suggested Disposition: Receive and File; Approve

4. Final Compensating Change Order for Advanced Paving and Construction Co., Inc. for Benson CSO Stormwater Separation Project

The purpose of this memorandum is to request approval from the City Commission for the Final Compensating Change Order for the contractor on the Benson CSO Stormwater Separation Project and to authorize the Mayor to sign all related documents. In October of 2016 the Commission approved the construction contract for the Benson Separation project and it was awarded to Advanced Paving and Construction, Inc. for the amount of \$1,452,600.00. This project separated the combined sewers in Phase 1 of the Bellepoint subdivision project area, eliminated the Benson pump station, and eliminated the Benson Combined Sewer Overflow #12, which discharged into Benson Creek. The outfall remains, but is a stormwater only discharge now instead of combined sewage. The "Compensating Change Order" amounts to a total increase in cost of \$44,519.70, (3.06% of the original contract amount) for a total contract price of \$1,497,119.70. This Change Order has been reviewed by the Sewer Department's engineer, Strand Associates" and they recommend approval. This project is partially funded by a CDBG Grant of \$529,000. Funds are available in account 300.68.56555. The budget for this account is \$9,310,000.00 and as of October 31, \$1,075,510.00 has been expended or encumbered (Sewer).

Attachments: Final compensating change order

Suggested Disposition: Receive and File; Approve

5. Fiber Contract with Frankfort Plant Board

The purpose of this memo is to recommend the authorization of a Fiber Contract with the Frankfort Plant Board and authorize the Mayor to sign all related documents. In January 2011 the Sewer Department experienced the first power outage at the wastewater treatment plant in recent history of the Department. Subsequent to this power failure the Department entered into a contract with HMB to evaluate alternatives for providing emergency power to the wastewater treatment plant in the event of a power failure. During design of the backup generator it was recommended that the Department consider installation of a SCADA system since during installation of the emergency generator conduit for the SCADA system can be installed at the same time, substantially reducing the cost of the SCADA installation. The SCADA system will allow better control of the processes at the plant and allow remote assessment of the plant systems from offsite. In the event of a

plant problem an experienced operator can assist a less experienced operator without having to return to the plant; thereby saving cost of overtime. The budget impact will be \$6,000.00 per year and the annual cost will be taken out of Account # 300.68.56551. This account has \$100,000 budgeted and as of October 31 \$28,431 has been expensed and encumbered (Sewer).

Attachments: Fiber contract

Suggested Disposition: Receive and File; Approve

6. Amendment 4 to Professional Services Agreement with Qk4 for Benson CSO Stormwater Separation Project

The purpose of this memorandum is to request approval from the City Commission for Amendment 4 to a Professional Agreement with Qk4 for completion of Engineering Assistance during Construction and Construction Inspection during the Benson CSO stormwater separation project and to authorize the Mayor to sign all related documents. Additional work was added to the scope of Qk4's construction administration and inspections for this project, requiring amendment 4 for completion of the project. This work included completion of additional inspection and construction administration tasks to close out the U.S. Fish and Wildlife permit, time and materials negotiations and work performed on the school property. The cost for Amendment 4 is \$16,800.00. Funds are available in account 300.68.56555. The budget for this account is \$9,310,000.00 and as of October 31, \$1,075,510 has been expended or encumbered (Sewer).

Attachments: Amendment 4

Suggested Disposition: Receive and File; Approve

7. Police Vehicle Maintenance Contract

The purpose of this memo is to request the award of a service contract to Crossroads Ford Lincoln for the maintenance of vehicles assigned to the Police Department, except for maintenance covered under warranty for any other make of vehicle assigned to the Police Department and authorize the Mayor to sign all related documents. Over the last couple of years the Division of Fleet Management has not been able to keep up with the maintenance service needs that were originally agreed upon. This is due to their own staffing needs and the lack of inmate labor that they used to have when a state corrections facility was located here in Franklin County. The Police Department depends on these assigned vehicles to serve this community. Due to the amount of use of the vehicles, reliable preventative maintenance and repairs to unscheduled maintenance is a must. Most of the vehicles assigned to the Police Department are Fords, with a few other makes in the fleet. Crossroads Ford Lincoln is already setup to address any maintenance concerns. Currently, the budget for parts is \$73,000 (Automotive Parts Account No. 100.43.54315). YTD Actual spending from this account is \$15,541. The budget for labor costs is \$15,000 (Contractual Labor Account No. 100.63.53215). YTD Actual spending from this account is \$1,695 (Police).

Attachments: MOA

Suggested Disposition: Receive and File; Approve

8. Bid Acceptance for Station 2 addition

The purpose of this memo is to recommend the Board of Commissioners accept a bid by Meyer-Midwest, Inc. for the station 2 building expansion and authorize the Mayor to sign all related documents. The extended deadline resulted in the submission of two completed RFP's. After reviewing both bids and applying the 5% reduction as required by City of Frankfort Ordinance § 38.02 "Preferences," the low bidder was Meyer-Midwest, Inc. of Frankfort, KY with a bid of \$235,630.00. While the project came in at higher than originally expected, funds are still available. This project will result in the addition of an additional restroom and dormitory to accommodate continued integration of women within the fire service. Funding for this project is available in two separate encumbered PO from previous budget years - RG027688 and RG028623 totaling \$249,770.00 (Fire).

Attachments: Scope of work

Suggested Disposition: Receive and File; Approve

9. Approval of the 2016-2017 City of Frankfort Audit

The purpose of this memo is to recommend the Board of Commissioners approve the 2016-2017 audit that was recently completed by Charles T. Mitchell and authorize the Mayor to sign all related documents. The City has received a clean unqualified opinion (Finance).

Attachments: 2016-2017 Audit (To Be Provided)

Suggested Disposition: Receive and File; Approve

10. Sustainable Strategies DC contract

The purpose of this memorandum is to request approval of the proposal from Sustainable Strategies DC to conduct an onsite visit to identify the best opportunities to secure Federal funding for projects and authorize the Mayor to sign all related documents. As the City of Frankfort embarks upon an effort to transform our capital city through initiative such as riverfront development, downtown redevelopment, community and neighborhood revitalization and economic development, it is critical that we look for opportunities to partner. Included in this strategy is the ability to identify and seek federal funding. Attached is a proposal from Sustainable Strategies DC to conduct a "Resource Roadmap" for the city of Frankfort. Sustainable Strategies DC recently assisted the city of Frankfort with the submittal of a \$7.9 million TIGER grant application, a \$300,000 Brownfield grant application and a delegation visit to Washington DC to meet with our elected officials and Federal staff to advocate for these grants. The Resource Roadmap will include 1) a review of materials related to Frankfort's overall community and economic revitalization goals, 2) an onsite assessment to tour sites, discuss potential funding opportunities and strategies (tentatively scheduled for January 2018) and 3) a written strategic plan to identify the best resources for project implementation and recommendations on how to pursue such resources from federal, state, philanthropic and private sector sources and the requirements to receive such funds. The cost for the scope of work is \$10,000 plus reasonable travel (estimated at \$1,000) for a total estimated cost of \$11,000 (City Manager).

Attachments: Agreement

Suggested Disposition: Receive and File; Approve

11. Faith Victory Church Easement

This is a request for approval of a permanent and temporary construction easement to be awarded to Faith Victory Church and to authorize the Mayor to sign all related documents. The church is planning construction and repair of columns and foundation for their building, which necessitates the easements. The easements are over and across an unnamed city alley off East Broadway adjacent to the church property. The temporary easement will terminate upon completion of construction, and the permanent easement is a 3 foot encroachment into the 18 foot alley, which should cause little effect on public use.

Attachments: Easement

Suggested Disposition: Receive and File; Approve

<u>12. Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
Promotion	Jennifer Hall	PW/Transit	12/12/17	Transit Foreman
Retirement	Brian Perry	Fire	12/31/17	Fire Captain (authorize payment of accrued leave)

Attachments: Brian Perry Retirement Letter

Suggested Disposition: Receive and File; Approve

13. Strategic Planning Session – 2018 Policy Agenda

The purpose of this memorandum is to request Board of Commissioners (BOC) approval of the attached 2018 Policy Agenda for the City of Frankfort. Each year the City Commission identifies a series of priority projects for the upcoming calendar year. Some of the more notable achievements and items underway from the 2016 session include:

- Hiring of a fulltime City Solicitor;
- Hiring of a new City Manager;
- Support of a structurally balanced budget;
- Downtown revitalization efforts including incentives for property renovation;
- Neighborhood revitalization grant funding;
- Invasive species program;
- I and I reduction;
- Community and task oriented policing, and
- Completion of necessary waste water improvements/repairs/replacements and sewer consent judgements.

In October, the Board of Commissioners held a strategic planning session to layout priorities for the remainder of FY 18 and FY19. Attached is a draft Policy Agenda that was developed by the consultant and city staff based upon the discussion during the strategic planning session. Included in the policy document is a draft Community Vision statement for the BOC to approve, an organizational Mission statement developed by the City of Frankfort Leadership team which included department managers and other key staff including the City Solicitor, City Clerk and City Manager, and a list of priorities for the city to focus on for the next 12-18 months. Included within each priorities are key issues as discussed during the session and anticipated action that can be taken in FY 17/FY18.

Attachments: Strategic Planning Session – 2018 Policy Agenda Documents

Suggested Disposition: Receive and File; Approve

14. Purchase of a Replacement 4-Wheel Drive Dump Truck

The purpose of this memorandum is to request authorization to purchase a replacement 4-wheel drive dump truck, surplus and sell Unit 916 (the vehicle it is replacing) and authorize the Mayor to sign all related documents. Unit 916 is a 2003 Ford F350 4X4 dump truck with 46,705 miles. Although the unit has relatively low miles it has a lot of wear and tear that is making the truck a safety concern for the purpose that it is used. Currently the trailer brake system is not working, the hydraulics are getting weak for dumping dirt and rock, the bed is in rough shape and will need replacing soon, the transmission is slipping. These issues along with other various issues would cost an estimated \$12,000.00 to fix a 15 year old vehicle. This vehicle is the Sewer Department's only 4-wheel drive dump truck and is used for getting into tight spaces and muddy areas that the full size dump trucks will not fit or would get stuck. This truck is used on a daily basis, and the Department has no other vehicle that provides a comparable service. The proposed replacement is a heavier duty chassis that will hold up to the constant use and heavy loading much better. Paul Miller Ford has the State Master Contract for this size truck and Owens, Inc. has the State Master Contract for the dump bed. Tom Bradley and Jim Parrish have been contacted and neither Department has an extra 4-wheel drive dump truck available for the Sewer Department to use on a daily basis. Paul Miller Ford \$48,427.28, Owens, Inc. \$13,320.00, total cost is \$61,747.28. Funding, in the amount of \$895,000, is available in account 300.68.56550 with \$65,000 budgeted for the purchase of this vehicle. As of November 1, \$1,395 has been expensed and encumbered (Sewer).

Attachments: Quote from Paul Miller Ford, Quote from Owen, Inc., Sewer Department Vehicle Breakdown

Suggested Disposition: Receive and File; Approve

BOARDS

1. Board Appointments

1.1 Human Rights Commission – Reappointment of Singer Buchanan, Jr. expiring 12-1-20.
Attachments: Letter from the Mayor & resume
Suggested Disposition: Receive and File; Approve

1.2 Human Rights Commission – Reappointment of Christina Libby expiring 12-1-20.
Attachments: Letter from the Mayor & resume
Suggested Disposition: Receive and File; Approve

Direct Mayoral Appointment:

KCDC – Reappointment of Zachary Horn expiring 12-31-21

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 amending section 40.24(A) of the City of Frankfort Code of Ordinances relating to Fire Department Promotions. **This Ordinance had its First Reading on November 27, 2017.**

Suggested Disposition: Receive and File; Adopt Ordinance

2. First Reading

An Ordinance amending the City of Frankfort Code of Ordinances, section 37.31 relating to the employee classification and compensation pay plan.

Suggested Disposition: Receive and File; Adopt Ordinance

3. Order

An Order providing for delegation of City Manager powers and duties when he/ she is unable to attend to them.

Suggested Disposition: Receive and File; Adopt Order

4. Resolution

Resolution in support of a community effort against the opiate epidemic.

Suggested Disposition: Receive and File; Adopt Resolution

5. Order

An Order adopting an Order template for use by the City of Frankfort in dispositions of surplus property.

Suggested Disposition: Receive and File; Adopt Order

6. Commissioner Bowers comments regarding incorrect information reported in The State Journal

7. Commissioner Bowers comments on Operations Efficiency coordinator position

8. Potential solutions for ongoing Frankfort Plant Board issues

ADJOURNMENT