**Revised 3-9-18**

**AGENDA**

**REGULAR MEETING March 26, 2018**

**BOARD OF COMMISSIONERS 5:00 P.M. (EDT)**

**315 WEST SECOND STREET**

**FRANKFORT, KY 40601**

**502/875-8500 ~** [**www.frankfort.ky.gov**](http://www.frankfort.ky.gov)

 **INVOCATION– REV. *GARY HAGER, WESTVIEW BAPTIST CHURCH***

**PLEDGE OF ALLEGIANCE**

 **ROLL CALL**

**CEREMONIAL ITEMS**

**CITIZEN COMMENTS – PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO**

**FIVE MINUTES.**

**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 –** To be provided

1. **Burgess and Niple Amendment #2**

The purpose of this memo is to request approval from the City Commission for Amendment 2 to the

Professional Services Agreement with Burgess and Niple for additional Construction Administration (CA) and

Inspection Services for the Manhole Rehabilitation project, to extend the completion date to June 30, 2018,

and authorize the mayor to sign all related documents. In October 2014, Burgess and Niple entered into

agreement to investigate manholes in Two Creeks Lower Subdivision and design rehabilitation plans for these

manholes. Burgess & Niple would produce a complete bid package of plans and specifications for the Two

Creeks Lower manhole rehabilitation as well as for the Indian Hills, Cardinal Hills, and Tierra Linda

Subdivisions. Burgess and Niple performed investigation and preliminary rehab design for Cardinal Hills,

Tierra Linda, and Indian Hills from a separate prior agreement. In February, 2017 the Commission approved

amendment 1 to the Professional Services Agreement that included additional design scope and Construction

Administration and Inspection Services in the amount of $106,506.00. Burgess and Niple is now requesting an

amendment to their contract to cover the remaining construction period. Burgess and Niple provided an

estimate to be charged according to their rate schedule with a fee not to exceed $41,606.00. This project is

included in the current budget. Funds are available in account 300.68.56555 which has a total budget of

$9,310,000.00 and as of December 31st, $1,628,818.00 has been expensed and encumbered (Sewer).

**Attachments: Request for amendment, Amendment No. 2**

**Suggested Disposition: Receive and File; Approve**

1. **Engineering Agreement with HMB Professional Engineers, Inc. for Louisville Hill Erosion Control Project**

The purpose of this memorandum is to request approval of a Professional Services Agreement with HMB Professional Engineers for the surveying, design, bidding, construction and inspection services for bank stabilization at the Louisville Hill Stormwater Outfall and authorize the Mayor to sign all related documents.

There is a large area of erosion that has created a dangerous situation below this outfall. An engineered

solution is required to replace the soil and stabilize the bank to prevent any future erosion. The Sewer

Department has received three proposals for this project and HMB was evaluated as the best qualified. Their

 price was also the lowest at $34,700.00. Proposals were also received from Kenvirons at $43,000.00 and

Redwing Ecological at $44,500.00. The engineering cost for this project is $34,700.00. Funds are available in

account 300.68.56555, which has a budget of $9,310,000.00 and as of January 31st, $1,918,414 expensed

and encumbered (Sewer).

**Attachments: HMB Proposal**

**Suggested Disposition: Receive and File; Approve**

1. **Easement Release for HTNA**

The purpose of this memo is to consider approving the release of a side lot utility easement in Westridge Subdivision and authorize the Mayor to sign all related documents. MO Holdings owns the Westridge development and has a potential buyer that would like to buy two lots and consolidate them to make one larger lot. MO Holdings wishes to consolidate these lots to make one larger lot. Frankfort Sewer Department currently has no facilities in this easement and does not foresee any need for the easement in the future. This is a standard easement that is created along every lot line for potential future utility needs. There are no alternatives that will allow MO Holdings to develop the property as desired. The release of the easement has no financial impact on the Sewer Department (Sewer).

**Attachments: Plat, Release of sewer easement**

**Suggested Disposition: Receive and File; Approve**

1. **Amendment 4 to Professional Services Agreement with Palmer Engineering Company, Inc. for Fort Boone Pump Station Project**

The purpose of this memorandum is to request approval from the City Commission for Amendment 4 to a

Professional Agreement with Palmer Engineering Company, Inc. for the completion of design and construction

services for the Fort Boone pump station project and to authorize the Mayor to sign all related documents. In

June 2015 the commission approved a contract with Kenney Construction to construct the Fort Boone Pump

Station. Kenney Construction started the project but due to conflicts with gas lines halted the project in

December 2015. Due to Kenney Construction not returning to the jobsite the Commission voted to terminate

the contract and activate the performance bond. This amendment is to cover the additional costs incurred by

the design engineer in dealing with the contractor leaving and additional work required for submitting the claim

to the Bonding Company. Due to the default of the initial contractor on this project the design engineer has

incurred extra time dealing with issues of extra meetings and required documentation to submit claims to the

bonding company. The bonding company is willing to reimburse $19,890.00 under the bond. The cost of this

amendment is **$30,250.00**. Funds are available in account 300.68.56555 (Sewer).

**Attachments: Amendment #4**

**Suggested Disposition: Receive and File; Approve**

1. **Purchase Requisition for Smith & Loveless**

The purpose of this memo is to request authorization to purchase a replacement pump for the plant Pist-a-Grit

system and authorize the Mayor to sign all related documents. The Pist-a-Grit system removes grit from

the influent flow to the plant. As the flow comes into the plant it flows through the bar screen and then to the

Pist-a-Grit. This system runs 24 hours a day to remove grit from the plant. This purchase requisition will

provide the necessary replacement pump for this system and this pump has been repaired twice over the past

10 years. This pump is the main part of the system that pumps the influent up into the system. When this

pump goes down plant staff has to open the bypass line up so that the grit does not solidify in the bottom of the

system. Smith & Loveless is the manufacturer of this system and we can only purchase parts from them to

replace this pump. This will be part of the emergency repair cost that is in the budget (Sewer).

**Attachments: Emergency PO, Sole Source form**

**Suggested Disposition: Receive and File; Approve**

1. **Backflow Preventer Valve at 100 Seminole Tr.**

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to

be installed at 100 Seminole Tr. and to 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

to automatically qualify. Funds are available in the 400.68.53295 account. The budget for this account is

$250,000 and as of January 31 this account had $24,420 expensed

and encumbered (Sewer).

**Attachments: Agreement, Plumbing quotes**

**Suggested Disposition: Receive and File; Approve**

1. **Backflow Preventer Valve at 306 Paul Sawyier Dr.**

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to

be installed at 306 Paul Sawyier Dr. and to 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

to automatically qualify. Funds are available in the 400.68.53295 account. The budget for this account is

$250,000 and as of January 31 this account had $24,420 expensed and encumbered (Sewer).

**Attachments: Agreement, Plumbing quotes**

**Suggested Disposition: Receive and File; Approve**

1. **Approval of Postage Machine and Folder Stuffer Lease**

To request approval for the Finance Department to update their postage and inserter machines and to

authorize the Mayor to sign all related documents. Currently, we have an inserter and postage machine that is

leased through Pitney Bowes. Finance is having the above machines repaired frequently (Approximately 5-6

years old). The Finance Department runs all of the City’s mail and does numerous mass mailings each quarter

so the machines get a lot of use. This makes it vital to insure the machines are reliable and up to date. We

currently pay $2,704.00 a quarter to lease both machines. Pitney Bowes gave the City a quote for new

updated machines. The quote is for $2,277.47 a quarter. This is a net saving $425.00/quarter. The cost of the

inserting machine ($604.00) will be taken from the finance lease 100.50.56553 account, the remaining

($2100.00) will be distributed to all departments postage budgets based on their usage percentage (Finance).

**Attachments: Rental Agreement**

**Suggested Disposition: Receive and File; Approve**

1. **2018-2019 Street Resurfacing Program Bid**

The City of Frankfort has advertised for the 2018-2019 resurfacing contract and bids are due on March 19th.

In order to expedite the contract approval, we are submitting this Agenda Item ahead of the final bid price. We

will provide the final bid documents for approval at the March 26th meeting and we will execute the contract

that week. Considering the asphalt plants will open up in April, we are trying to get this bid out and approved

in time for a contractor to start work as soon as possible. This project will cover two budget years and we will

create a PO for the work to be performed prior to June 30th, 2018 and in July we will create another PO for the

work to be completed prior to June 30th, 2019. Funding for the 2018-2019 Street Resurfacing Program is

available in the Municipal Aid Account 535-00-51100. There will be other streets resurfaced this year that are

directly tied to utility work but are not included in this contract. Depending on the age and condition of a street,

we may pool utility company pavement repair fees to resurface streets with significant disturbances instead of

just repairing the trench cuts. Much of the funding for this work will be paid for by the utility companies but

some Municipal Aid money will be needed to expand the project to cover the entire street (Public Works).

**Attachments: None**

**Suggested Disposition: Receive and File; Approve**

1. **New Police Vehicle Purchase**

The purpose of this memo is to request the purchase of one (1) 2018 Ford Police Interceptor Utility patrol

vehicle utilizing funds from FY 2017-2018 budget and authorize the Mayor to sign all related documents

This vehicle will be purchased from Paul Miller Ford through the state contract. Over the past several years, the

Police Department has worked to improve the overall quality of the fleet. Through the purchase of an average of

6 new patrol vehicles each year since 2011, that quality has increased. In the past, the Police Department has

ordered 3 of these vehicles at the beginning of the budget and 3 at the end of the budget cycle. By ordering this

way, it spreads the cost across the whole fiscal year and maintains a balanced budget. Also, with the current

number of vehicles in the fleet, 6 vehicles are removed through surplus, to maintain a balance of total vehicles.

The Police Department is asking that one (1) vehicle be purchased at this time. The purchase of this vehicle will

be the sixth vehicle that was included in the budget. This vehicle will be purchased from Paul Miller Ford. The

cost through state contract for the vehicle will be $28,108.58. The up-fit will be completed by L&W Emergency

equipment, through approved state contracting and the cost will be $15,801.35. The vehicle will be purchased

through budgeted funds from account 100.43.56555 and the up-fit will be paid from account 100.43.56550

(Police).

**Attachments: None**

**Suggested Disposition: Receive and File; Approve**

1. **Personnel** **Employee** **Department** **Date** **Other**

Resignation Lindsey Barnett Police 3/14/18 Telecommunicator II

(authorize payment of

 accrued leave)

Retirement Jason Parido Fire 2/28/18 Fire Sergeant

(authorize payment of

 accrued leave)

Promotion John Crum Fire 3/6/18 Firefighter III to Sergeant

Promotion Daniel Doss PW/Streets 3/6/18 PW Tech IV to Streets

 Foreman

Appointment Larry Curtis  Police 3/20/18 Patrol Officer II

Appointment Craig Gonzales Police 3/20/18 Patrol Officer I

Appointment Andrew Royce  Police 3/20/18 Patrol Officer I

Appointment John Kendell   Police 3/20/18 Patrol Officer I

Appointment Dylan Woods   Police 3/20/18 Patrol Officer I

Permission to make up to six (6) conditional offers 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.  These conditional offers will take staffing to 85.

**Attachments: Jason Parido, retirement letter (to be provided); Lindsey Barnett, resignation letter (to**

**be provided).**

**Suggested Disposition: Receive and File; Approve**

 **BOARDS**

1. **Board Appointments**

**1.1 Civil Service Board –** Reappointment of Fred Troutman expiring 2-28-21.

**Attachments: Letter from the Mayor & Resume**

**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 rezoning property from General Commercial (CG) and Special Capital (SC) to only

General Commercial (CG) for an approximately 3.1 acre parcel of property owned by Charles & Risa Booe;

that is located at 111 Capital Avenue in Frankfort, Kentucky and being the same property as PVA Map

#062-31-07-001.00. ***This Ordinance has its First Reading on February 26, 2018.***

**Suggested disposition: Receive and File; Adopt Ordinance**

1. **Second Reading**

An Ordinance amending the City of Frankfort Code of Ordinances Sections 71.50, 71.51, 71.52, 71.53, 71.54,

71.55, 71.56, 71.57, 71.58, 71.59, 71.60, 71.61 and 71.62 related to Parades and Special Events. ***This***

***Ordinance has its First Reading on February 26, 2018.***

**Suggested disposition: Receive and File; Adopt Ordinance**

1. **Second Reading**

An Ordinance amending the City of Frankfort Code of Ordinances, section 37.31 relating to the employee classification and compensation pay plan. This Ordinance has its First Reading on December 18, 2017.

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

1. **First Reading –** An Ordinance related to the position of Assistant Police Chief(to be provided**).**
2. **Police Department Surplus list & Orders**

The Police Department from time to time collects property for surplus either through court order or through

forfeiture orders. Evidence Sargent Joel Dunmire has completed two surplus forms for property that needs to

be deemed surplus. Both surplus lists have been attached, one for surplus property, and one for property that

has been deemed forfeited property through criminal court cases. Each surplus list has an order that relates to

that specific list. An Order is now required to declare certain property as surplus.

**Suggested disposition: Receive and File; Adopt Orders**

1. **Police Department Surplus of 4 ballistic vests to be given to Anderson Co. Coroner’s Office & Order**

The Police Department completes a surplus list from time to time of property no longer needed or

 in use. FPD was contacted by the Anderson County Kentucky Coroner in need of 4 ballistic vests for his

deputy coroners. We have in possession several old expired ballistic vests no longer in use. Just because the

vest is expired doesn’t mean it won’t protect you. Instead of throwing these away, the Police Department

would prefer to give them to an agency that needs and would use them. An Order is now required to declare

certain property as surplus.

**Suggested disposition: Receive and File; Adopt Order**

1. **Police Department Surplus and Purchase of Vehicles & Order**

The purpose of this memo is to request the surplus of 2 additional vehicles, to approve the trade of 8 total

surplus vehicles to Frankfort Toyota and the purchase of 2 new unmarked vehicles from Frankfort Toyota.

Currently, the parking enforcement officers are driving a 2005 Ford Crown Victoria and are also issued the

GEM. This Crown Victoria is a converted police car and over time has become inefficient and the cost of

upkeep is increasing. The GEM is an impractical vehicle that has limited use. One of the vehicles that was

already put in surplus during the January 2018 Board of Commissioners Regular meeting came from the

Criminal Investigations Division. The second vehicle that will be purchased will replace that surplus vehicle.

The Police Department already has 6 vehicles in surplus and these two vehicles will bring that total to 8.

Frankfort Toyota has agreed to trade these 8 vehicles for a $9,500 credit toward the purchase of two new

unmarked vehicles. The first vehicle will be a 2018 Toyota Camry, purchased on state contract for $22,446.00,

which will be issued to the Criminal Investigations Division. The second vehicle will be a 2018 Toyota Prius

and will be purchased for $22,990.00. This vehicle will be assigned to Parking Enforcement. The total for the

purchase of the 2 vehicles (with the trade credit of $9,500.00) will be $35,936.00. The up-fit for both vehicles

will be completed by L&W Emergency Equipment, through approved state contracting, for $3,720.00 (Camry)

and $1,513.00 (Prius) each. The total up-fit will be $5,233.00. The purchasing and up-fit for both vehicles will

cost $41,169.00 and be paid for from account 645.00.51100. An Order is now required to declare

certain property as surplus.

**Suggested disposition: Receive and File; Adopt Order**

**OLD BUSINESS / NEW BUSINESS**

**ADJOURNMENT**