

AGENDA
MEETING OF THE CITY COUNCIL
VERSAILLES MUNICIPAL BUILDING
December 17, 2024 AT 5:30 P.M.

1. Prayer
2. Pledge
3. Roll Call
4. Approval of December 3, 2024 Meeting Minutes
5. Resolution 2024-13 Honoring the Life of John Long
6. Public Comment
7. Council Vacancy
8. Rich Pictor- Special Projects Update for 2025
9. Michael Simon, Personnel Services Attorney, KLC-Medical Cannabis
10. Municipal Order 2024-15 A Municipal Order Filing Vacancy On The Board Of The Versailles Public Properties Corporation
11. Quotes- Pump Replacement at Merewood Sewer Lift Station
12. RFQ – Safe Streets and Roads for All Grant
13. Recreation Board- Appointment of Paul Pinkston (Term 01-01-2025 to 12-31-2028)
14. Architectural Review Board- Reappointment of Matt Myers (Term 01-01-2025 to 12-31-2026)
15. Code Enforcement Board- Reappointment of Babs Backer (Term 01-01-2025 to 12-31-2027)
16. Discussion- Versailles Housing Authority Board Member Reimbursement
17. Housing Authority Façade Makeover
18. Mayor Miscellaneous
19. Council Miscellaneous/Committee Reports
20. Department Directors
21. Adjournment

SUBJECT TO REVISION

**DECEMBER 3, 2024
PAGE ONE
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

ROLL CALL: MAYOR LAURA DAKE PRESIDED OVER THE MEETING. ALSO PRESENT WERE COUNCIL MEMBERS CHANTEL BINGHAM, LAURA DAKE, GARY JONES, AND ANN MILLER. COUNCIL MEMBER BRADLEY WAS ABSENT. CITY ATTORNEY BILL MOORE WAS ALSO PRESENT.

DEPT. HEADS: BART MILLER, MIKE MURRAY, T.A. RANKIN, AND ELIZABETH REYNOLDS WERE PRESENT REPRESENTING THEIR RESPECTIVE DEPARTMENTS.

MOTION BY JOHNSON, SECONDED BY BINGHAM TO APPROVE AND ADOPT THE MINUTES OF THE NOVEMBER 19, 2024 REGULAR COUNCIL MEETING.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

Public Comment

No public comment was received.

Mayor Dake referenced the agenda item “Council Vacancy”, noting that it relates to the remainder of her council term which expires at the end of December. She stated that the first agenda of January will have the same agenda item for the term of January 2025 through December 2026. There was no council discussion regarding the current vacancy.

Cathy Weil, Chair of the Code Enforcement Board, presented the proposed 2025 Abandoned and Blighted Property List as follows:

**111 Bell Court
145 Bell Avenue
157 Bell Avenue (also listed as 162 Bell Avenue)
320 Bryanwood
140 Macey Ave
112 MLK Blvd
176 Ridgewood (vacant lot)
214 Lexington St
311 Macey Blvd
115 Montgomery
133 Macey Ave
108 MLK Blvd**

City Attorney Moore noted that all properties classified as Abandoned or Blighted have a substantially increased tax rate for ad valorem taxes.

Mrs. Weil stated that the board had been working several years and she listed several properties that have been renovated and cleaned up or demolished. She noted that the board is excited to for a new Code Enforcement Officer to be hired and that they cannot do their job as a board without them. Mayor Dake thanked Mrs. Weil for all of the work she, and the board, does.

MOTION BY BINGHAM, SECONDED BY JONES TO APPROVE THE 2025 ABANDONED AND BLIGHTED PROPERTIES LIST AS PRESENTED BY THE CODE ENFORCEMENT BOARD.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY MILLER, SECONDED BY BINGHAM TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY BRENNTAG MID-SOUTH IN THE AMOUNT OF \$0.937 PER POUND OF CHLORINE GAS FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

**DECEMBER 3, 2024
PAGE TWO
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

MOTION BY JOHNSON, SECONDED BY JONES TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY BRENNTAG MID-SOUTH IN THE AMOUNT OF \$0.1679 PER POUND OF LIQUID CAUSTIC SODA FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY BINGHAM, SECONDED BY MILLER TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY UNIVAR IN THE AMOUNT OF \$0.28 PER POUND OF HYDROFLUOSILICIC ACID FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY MILLER, SECONDED BY JONES TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY BRENNTAG MID-SOUTH IN THE AMOUNT OF \$0.3990 PER POUND OF AQUA AMMONIA FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY BINGHAM, SECONDED BY JONES TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY HAWKINS, INC. IN THE AMOUNT OF \$1.27 PER POUND OF ACTIVATED CARBON FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY JONES, SECONDED BY BINGHAM TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY USALCO IN THE AMOUNT OF \$0.36 PER POUND OF POLYALUMINUM CHLORIDE FOR THE WATER TREATMENT PLANT.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY JONES, SECONDED BY MILLER TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY CITCO IN THE AMOUNT OF \$2.70 PER GALLON OF LIQUID ODOR CONTROL FOR THE LIFT STATIONS.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY BINGHAM, SECONDED BY JONES TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY CITCO IN THE AMOUNT OF \$24.00 PER GALLON OF LIQUID DEGREASER FOR THE LIFT STATIONS.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

MOTION BY BINGHAM, SECONDED BY JONES TO ACCEPT AND APPROVE THE BID AS SUBMITTED BY CITCO IN THE AMOUNT OF \$10.91 PER GALLON OF LIQUID DEODORIZER FOR THE LIFT STATIONS.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

Fire Chief Rankin presented Change Order #0017 for the Versailles Fire Department Station #1 Renovation project in the total amount of \$7,647.50 and adding an additional 28 days to the contract. He noted that he had worked with the contractor to negotiate the total cost of the additional work down from the original estimate of \$40,000.

MOTION BY BINGHAM, SECONDED BY JONES TO APPROVE CHANGE ORDER #0017 AS PRESENTED BY MEFFORD CONTRACTING FOR THE VERSAILLES FIRE DEPARTMENT STATION #1 RENOVATION PROJECT IN THE TOTAL AMOUNT OF \$7,647.50.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

**DECEMBER 3, 2024
PAGE THREE
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

Mayor Miscellaneous

Mayor Dake thanked City Hall staff for being so kind and helpful in her first few days since being appointed as Mayor by Governor Andy Beshear. She also thanked City Attorney Moore for his guidance.

Ms. Dake announced the following upcoming City events:

- Friday, December 6th – Versailles Tree Lighting at 5:30pm
- Saturday, December 7th –
 - Kiwanis Pancake Breakfast 8:00am – 11:00am
 - Santa Shuffle 5K & Kids Dash 2:00pm
 - Christmas Parade 5:00pm
- Thursday, December 12th – City Employee Christmas Luncheon 11:30am – 1:00pm
- Saturday, December 14th – Christmas at The District 12:00pm – 5:00pm, followed by Christmas Caroling downtown

Mayor Dake expressed sympathy for the family of John Long, a long time City employee who passed away on November 24th after retiring in April, 2024. She stated that the visitation is Wednesday, December 4th 5:00pm – 7:00pm at Clark Legacy Center.

She announced the ribbon cutting for the new Woodford County High School will be December 18th at 4:00pm.

Ms. Dake invited everyone to attend a “Meet the Mayor” Open House that she will be hosting, and funding privately, on December 19th 12:00pm – 4:00pm at City Hall.

She announced an upcoming Kentucky League of Cities City Officials Orientation to be held at Embassy Suites on December 10th 5:30pm – 8:30pm. She noted that this is a free event geared toward new city officials, but all elected officials are welcome to attend.

She also mentioned the upcoming City Officials Academy to be held at Embassy Suites in Lexington January 15th – 17th. If any elected officials are interested in attending, they can register on the KLC website or contact City Clerk Reynolds.

Mayor Dake invited everyone to attend the Menorah Lighting at City Hall on Monday, December 30th at 4:00pm.

She announced that the recently hired Food Pantry Director, Ashley Jackson, started yesterday.

Ms. Dake distributed information on medicinal cannabis as it relates to employee policy and asked the council to review it and that Michael Simon, with Kentucky League of Cities, would be at the December 17th council meeting to discuss and answer questions.

Mayor Dake discussed the scheduling of the Council Swearing-In Ceremony with those in attendance and it was decided for the ceremony to be held on December 30th at City Hall at 5:00pm.

Council Miscellaneous/ Committee Reports

Council member Bingham congratulated Mayor Dake on being appointed and expressed her full support.

Mrs. Bingham thanked everyone who participated in the Stocking Stuffer Project for the local warming center.

Council member Johnson invited everyone to participate in the Good Giving Challenge Week which has eight Woodford County Non-Profits participating. She stated that donations could be made at bggives.org.

Council member Miller noted that tomorrow, Wednesday December 4th, is Woodford Wednesday as part of the Good Giving Challenge.

**DECEMBER 3, 2024
PAGE FOUR
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

Ms. Miller congratulated Mayor Dake on her appointment.

Ms. Miller also asked for a Street and Stormwater Committee to be scheduled for December 11th at 10:00am to discuss the retention area in front of Daisy Hill.

Mayor Dake noted that the Proclamation for Woodford Wednesday would be signed tomorrow morning at 9:30am at the Courthouse.

Department Directors

Public Works Director Miller stated that recycling will continue to be picked up for city residents while the recycling center in Lexington is closed. Rumpke will be transporting the recycling to Cincinnati.

Mr. Miller noted that City Hall will be closed December 24th and 25th in recognition of Christmas as well as December 31st and January 1st in recognition of New Year's.

Fire Chief Rankin mentioned Cops for Kids and the Fraternal Order of Firefighters as two local non-profits that are always accepting donations.

Police Chief Murray presented two police cruisers that they would like to surplus and donate two of them to the City of Allen, a Kentucky city of only 172 residents that are trying to get a police department established:

54	2015 Ford Taurus	1FAHP2MK9FG196645	130,199	Donate
49	2015 Ford Taurus	1FAHP2MK8FG142409	147,221	Donate

MOTION BY JOHNSON, SECONDED BY BINGHAM TO APPROVE THE REQUEST TO SURPLUS AND DONATE TO THE CITY OF ALLEN, TWO POLICE CRUISERS AS PRESENTED.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

Chief Murray also requested to surplus and advertise for sell on govdeals.com the following six vehicles:

40	2015 Ford Taurus	1FAHP2MKXFG122795	156,030	Govdeals
45	2015 Ford Taurus	1FAHP2MK1FG122796	117,293	Govdeals
46	2015 Ford Taurus	1FAHP2MK8FG122794	106,594	Govdeals
50	2015 Ford Taurus	1FAHP2MK0FG196646	116,513	Govdeals
51	2015 Ford Taurus	1FAHP2MK2FG196647	95,918	Govdeals
28	2008 Toyota Camry	4T4BE46K98R026189	144,208	Govdeals

MOTION BY JOHNSON, SECONDED BY BINGHAM TO APPROVE THE REQUEST TO SURPLUS AND ADVERTISE FOR SALE ON GOVDEALS.COM, THE SIX POLICE VEHICLES AS PRESENTED.

The vote was as follows: Bingham, Johnson, Jones, and Miller voting aye.

Chief Murray announced that he will be retiring December 31st as Police Chief after a combined twenty-six years with the Versailles Police Department. He noted the recent birth of his first grandchild and his wife retiring from her job earlier this year and stated that they are looking forward to spending time together and traveling. He thanked everyone for their support and thanked former Mayor Traugott for appointing him as Chief over six years ago.

Mayor Dake thanked Chief Murray for his service.

Emergency Management Deputy Johnny Mills stated that they are waiting to hear on several grants that they have applied for and are hopefully approved. Mr. Mills also congratulated Chief Murray on his retirement.

**DECEMBER 3, 2024
PAGE FIVE
MINUTES OF REGULAR COUNCIL MEETING
VERSAILLES MUNICIPAL BUILDING/5:30 P.M.**

Mayor Dake adjourned the meeting without objections.

APPROVED:

**_____
LAURA DAKE, MAYOR**

ATTEST:

**_____
ELIZABETH C. REYNOLDS, CITY CLERK**

Cannabis Accommodation Options

At the outset, it is important to note that KRS 218B.040(1)(d) states that there is nothing under KRS 218B that will permit a cause of action against an employer for wrongful discharge or discrimination. It should also be noted that KRS 218B is a comprehensive legislative scheme so that the city would be limited under KRS 82.082 to only the rights granted to the employer as to the employee specifically in the statute. Here is a quick overview of the city's options.

KRS 218B.040

Nothing in 218B will require an employer to permit or accommodate the use, consumption, possession, transfer, display, transportation, distribution, sale, or growing of medicinal cannabis in the workplace.

Nothing in 218B will prohibit an employer from implementing policies promoting workplace health and safety by restricting the use of medicinal cannabis by employees.

Nothing in 218B will restrict or prohibit the use equipment, machinery, or power tools by an employee who is a registered qualified patient, if the employer believes that the use of such equipment, machinery, or power tools by an employee who is a registered qualified patient poses an unreasonable safety risk.

Nothing in 218B will prohibit an employer from establishing and enforcing a drug testing policy, drug-free workplace, or zero-tolerance drug policy.

Federally-regulated positions are barred from consuming medicinal cannabis even with a card under federal law because the federal government does not recognize a medicinal use for cannabis and it is currently a Schedule I drug.

If you accommodate you will have language like:

Pursuant to KRS 218B.040, the city exercises its right to permit and accommodate the use of medicinal cannabis for its employees. The city's decision to permit and accommodate does not extend to the use, consumption, possession, transfer, display, transportation, distribution, sale, or growing of medicinal cannabis while in the workplace. The employee cannot utilize medicinal cannabis while on city time or city business.

If the city determines that the use of equipment, machinery, or power tools by an employee who is a registered cardholder poses an unreasonable safety risk, the city exercises its right under KRS 218B.040 to restrict a

registered cardholder-employee from the use of this equipment, machinery, or power tools. An employee who is operating a city-owned vehicle or their personal vehicle on city business cannot possess medicinal cannabis that is within the employee's arm's reach or requires less than a two-step process to access while operating the vehicle.

Any employee, or candidate for employment, must disclose to human resources if the employee becomes a registered cardholder for medicinal cannabis and prior to pre-employment drug testing.

For all federally regulated employees, marijuana, including medicinal cannabis regardless if the employee is a registered cardholder, is illegal at the federal level. These federally regulated employees cannot consume medicinal cannabis, regardless of a prescription, and meet their respective licensing standards.

If the city wants to restrict based on equipment, machinery, or power tools, you will need to make sure the job description reflects the use of that equipment, machinery, or power tools

If you prohibit you will have language like:

Pursuant to KRS 218B.040, the city exercises its right under the statute to not permit or accommodate the use of medicinal cannabis. Therefore, an authorized cardholder is prohibited from utilizing medicinal cannabis while employed with the city.

If you prohibit with a police prohibition you will have language like:

Pursuant to KRS 218B.040, the city exercises its right to permit and accommodate the use of medicinal cannabis for its employees. 18 U.S.C. 922(g)(3) prohibits any person who uses or possess marijuana to receive or possess any firearm or ammunition. Under federal law, there is no exception for state-authorized medicinal marijuana or cannabis. Therefore, sworn police officers who carry a firearm as part of their job duties cannot possess or consume medicinal cannabis regardless of being a registered cardholder.

If the city determines that the use of equipment, machinery, or power tools by an employee who is a registered cardholder poses an unreasonable safety risk, the city exercises its right under KRS 218B.040 to restrict a registered cardholder-employee from the use of this equipment, machinery, or power tools.

An employee who is operating a city-owned vehicle or their personal vehicle on city business cannot possess medicinal cannabis that is within the employee's arm's reach or requires less than a two-step process to access while operating the vehicle. The employee cannot utilize medicinal cannabis while on city time or city business.

Any employee, or candidate for employment, must disclose to human resources if the employee becomes a registered cardholder for medicinal cannabis and prior to pre-employment drug testing.

For all federally regulated employees, marijuana, including medicinal cannabis regardless if the employee is a registered cardholder, is illegal at the federal level. These federally regulated employees cannot consume medicinal cannabis, regardless of a prescription, and meet their respective licensing standards.

CITY OF VERSAILLES, KENTUCKY
MUNICIPAL ORDER NO. 2024-15

TITLE: A MUNICIPAL ORDER FILING VACANCY ON THE BOARD OF THE
VERSAILLES PUBLIC PROPERTIES CORPORATION.

WHEREAS, Mary Beth Robson has resigned from her position as a director on the Board of Directors of the City's public property corporation, and it is necessary for the City Council to fill this vacancy,

NOW THEREFORE BE IT ORDERED by the City of Versailles, Kentucky, as follows:

Bartley Duncan Miller is hereby appointed to fill the current vacancy on the Board of Directors of the City's public properties corporation.

Introduced and fully adopted at a meeting of the City Council of the City of Versailles, Kentucky held on December 17, 2024.

APPROVED:

LAURA DAKE, MAYOR

ATTEST:

ELIZABETH REYNOLDS, CITY CLERK

**QUOTES FOR PUMP REPLACEMENT AT THE MEREWOOD SEWER
LIFT STATION**

December 17, 2024

COMPANY	QUOTE
Clark Electric	\$9,443.00
Straeffler Pump & Supply	\$9,628.00

Mitzi Delius

To: Tim Young
Subject: RE: Quote

-----Original Message-----

From: Tim Young <TimYoung@caltechlab.com>
Sent: Friday, December 6, 2024 11:28 AM
To: Stanley Green <sgreen@versaillesky.com>
Cc: Mitzi Delius <mdelius@versaillesky.com>
Subject: Fwd: Quote

Stanley

Our frt charge would be \$200.00 added to our price for this pump total \$9,443.00 which already includes the if nothing done charge (\$795) in it.

Thanks

Tim Young

----- Original Message -----

Subject: Quote
Date: 11/25/2024 9:57 am
From: Tim Young <TimYoung@caltechlab.com>
To: Stanley Green <sgreen@versaillesky.com>
Cc: Mitzi Delius <mdelius@versaillesky.com> Stanley

Repair quote for Myers 10 horsepower for Merewood pump station Dismantle Clean all parts Inspect for machine work Hypot windings Repair shaft for seal area Machine bronze guide bearing Bush both endbells Assemble Install new bearings seals and orings Pressure check Test run

\$4,985.00 for repair
If nothing done \$795.00
New Pump \$9,243.00 6-8 weeks plus frt.

Thanks

Tim Young



Straeffer Pump & Supply, Inc.

PO Box 99
8055 SR 62 West
Chandler, IN 47610
PH: 812.476.3075 * FX: 812.476.5164
www.straefferpump.com



QUOTE

Attention Stanley Green

Date: 12/3/2024

Subject: Quote

To: City of Versailles - EMAIL
196 SOUTH MAIN STREET
VERSAILLES, KY 40383
US

Straeffer Quote #: 52638
Buyer Kevin Doane
Ph: 8598735436
Fx: 8598735969

Terms	Est Delivery	Job Name		Territory
Net 30	6-8 weeks from factory	Merewood L.S.		1
Item	Description	Qty	Rate	Total
MY 4VHX100M4...	4VHX100M4-23-35 - NON-CLOG PUMP, 10 HP 3-230 VOLT WITH 35' CORD. Freight included in above price.	1	9,628.00	9,628.00

Signature _____

Our terms with approved credit are net 30 days with 1.5% interest added to past due accounts, as well as all costs and expenses incurred in collecting any amounts due, including reasonable attorney's and collection fees. We also accept, for your convenience, Master Card, Visa, and Discover. Nothing would please us more than to provide you with this equipment. Additional Sales Tax on Freight will be added at the time of billing. Prices good for 30 days from date of quote.

City of Versailles

Request for Qualifications

Safe Streets and Roads for All Demonstration Projects

The City of Versailles is seeking the services of a professional engineering firm to assist with conducting demonstration projects in support of the Regional Safety Action Plan being developed in cooperation with the Bluegrass Area Development District.

Project Description

The City of Versailles was awarded grant funding for planning and demonstration activities in Versailles and Woodford County.

We are proposing four quick-build demonstration projects that will test various safety interventions to slow traffic, collect data on safety and use, and improve facilities for vulnerable users. Each project will be monitored before, during and after for reductions in impulsive driving, speed, and risky maneuvers. These projects will encourage intentional driving behaviors with fewer left turns, lower speeds, and designated pedestrian paths.

These projects will provide an opportunity to get meaningful feedback from our community. If effective, they will be included as recommendations in the regional Safety Action Plan for future implementation.

We anticipate each demonstration project to be set up for approximately 6 to 8 weeks with several additional months before and after the projects for planning, preparation, public involvement, data analysis and reporting. A permit for work within the state right of way will be necessary; these usually take less than a month. No environmental permits will be needed. The description below from the grant application discusses the proposed demonstration projects.

1. Controlling access at Woodford Plaza on Lexington Road tests a concept at a known high-crash location. Tasks to be completed include blocking the existing left turns into and out of the plaza using traffic channelizing cones, temporary striping, and installing temporary signage, monitored with video cameras. Since Lexington Road is a state road, we will coordinate our project with the Kentucky Transportation Cabinet's Office of Highway Safety and the Traffic Engineering and Permits section.
2. Working with business owners and employees at Woodford Plaza, we will learn more about pedestrian traffic habits and develop ways to evaluate pedestrian routes from the surrounding neighborhood to the stores. This is a dangerous area for pedestrians as there is no clearly defined sidewalk across the plaza's wide front entrance nor is there one at the secondary entrance off Wilson Avenue. Pedestrians often walk to the plaza from nearby low-income rental properties to buy groceries and dollar store items. We propose creating temporary "sidewalks" at each entrance by using pavement marking tape. We will evaluate the effectiveness of the routes with infrared or video pedestrian counters to track use over time. Ideally, this project will be conducted during walking weather.
3. Continuing toward town on Lexington Road is a side street called Laval Heights that many people use to get to their subdivisions faster and avoid downtown. Because it is a busy intersection, this area has been the site of numerous accidents, including a recent fatality. We propose disallowing left turns from Laval Heights onto Lexington Road (the reason for the fatality) and requiring drivers to turn left a block away

onto Equestrian Way and turning left closer to town. We will use temporary barricades and signage at the two locations to accomplish this and monitor with video cameras to evaluate driver behavior.

4. Utilizing digital speed awareness signs on the heavily traveled Midway Road will address an 8-mile-long rural road of great concern to many county residents. The road connects the City of Versailles with the City of Midway and has been the scene of many accidents, including those involving fatalities. The Versailles Police Department owns several digital speed awareness units with recording capabilities. We will evaluate the effect of speed awareness by recording speeds with the display off and the display on. We will work with the police department and traffic engineers to determine the best location for the sign(s), the duration of monitoring, and how speed awareness could be used to reduce crashes. Timing for this project will avoid seasonal road hazards like ice and wet leaves.
5. While we are aware of some of the areas that need improved roadway safety for all, we anticipate that there will be other locations identified during public involvement for other projects, as well as opportunities that arise as part of the development of the regional Safety Action Plan. There may also be other concepts to test with a demonstration project. We have put some funding for these unknown projects into our budget.

SCOPE OF WORK

The City is seeking assistance with the following tasks.

1. Project Planning
 - Determine location, duration, and settings of cameras (Miovision or similar)
 - Create sketch showing temporary measures
 - Coordinate with KYTC and Versailles Police Department
2. Project Implementation
 - Install video cameras (or provide guidance)
 - Conduct Pre-monitoring
 - Review reports from pre-monitoring
 - Provide guidance on installation of temporary measures
 - Monitor project after installation
 - Review reports from monitoring
3. Project Reporting
 - Meet with City staff and other interested parties
 - Document the project

DELIVERABLES

1. A project plan for each location.
2. KYTC encroachment permits where necessary.
3. Pre-monitoring summary.
4. Monitoring summary during implementation.
5. Post-implementation monitoring, if necessary.
6. Summary document with findings and recommendations.

Property and topographic surveying is not required for this phase. City mapping, including topography, parcel lines (reference only), water, sewer and storm utilities, is available for use.

SCHEDULE

Issuance of RFP	December 17, 2024
Qualification Submittal Due	January 10, 2025
Selection Committee Meeting	January 15, 2025
Selection of Consultant	January 21, 2025
Fee Negotiations	January 27, 2025*
Kickoff Meeting	February 6, 2025*
Completion of Contract	September 8, 2025*

* These dates are tentative.

FEE

The city will negotiate a lump sum fee with the selected consultant for the deliverables listed above. Additional tasks may be assigned and fees likewise negotiated. Do not include a fee proposal.

SUBMITTAL

Please submit your qualifications to the City of Versailles no later than noon, January 10, 2025.

Qualifications packages should include the following (with score weight in parentheses):

1. Project familiarity and innovative ideas. (30%)
2. Project team including any subcontractors. Include resumes of key personnel, indicating KYTC pre-qualifications, if any. (30%)
3. Similar experience with streetscape projects and funding programs with references. (20%)
4. Demonstration of capacity and commitment to meet the anticipated schedule. (20%)

Submittals will be scored by a selection committee appointed by the Mayor of Versailles.

If you have questions, please contact Mary Beth Robson at mrobson@woodfordcountyky.gov or Dan Knight at dknight@versaillesky.com.