

April 19, 2016
Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session April 19, 2016 at 5:30 P.M. in the Commissioner's Room at City Hall. Present were Mayor Smith, Commissioners Grayson, Mattmiller, and Griggs and Attorney Lair. Commissioner Slade was absent.

Mayor Smith called the meeting to order.

CALL TO ORDER

Mayor Smith presented the invocation.

MAYOR SMITH
INVOCATION

Mayor Smith recognized Stephanie Burden.

VISITORS

Stephanie is in attendance to ask that the Commission purchase one pole and sign for the entrance to the Key Market Parking Lot. The sign will be like the ones at the parking lot on 200 block of South Main. Ms. Burden has quotes from Brandon Industries. Brandon Industries is the company that the ones on the 200 block of South Main were purchased. The approximate cost is \$1000.00.

STEPHANIE BURDEN
MAIN STREET
PROGRAM

Commissioner Grayson made a motion to purchase the pole and sign at an approximate cost of \$1000.00. Commissioner Mattmiller seconded. Vote: Commissioner Grayson: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO AUTHORIZE
MAIN ST TO PURCHASE
POLE & SIGN FOR KEY
MKT LOT

Ms. Burden also reported that the twelve cans for the downtown area have all been sponsored. The City Commission kick started the program with two cans. Main Street will be starting the Community Clean-up on April 22, 2016 from 11a.m. -1 p.m. The first 25 volunteers will receive a free T-Shirt.

Mayor Smith recognized Kevin Florence and Jerry Adams.

Kevin Florence reported that he received a call from the Chamber of Commerce in Greenville, Illinois. He wanted to know how the Cynthiana Rod Run was doing so good. Their city has been doing a rod run for 5 years and are lucky to have 100-250 cars. Kevin told them that it's just a lot of hard work and support from the community.

KEVIN FLORENCE & JERRY
ADAMS CYN ROD RUN

Jerry Adams passed out some flyers for the 2016 Cynthiana Rod Run and said they are planning to pass out 1,000,000 flyers. He has been to Tennessee this weekend and passed Out a bunch. Also Mr. Adams reported that they have acquired time from Tyler Dale from History Channel to come to the 2016 Cynthiana Rod Run. The cost of acquiring Tyler Dale is \$4000.00. This is for transportation and lodging etc. He would need to be paid 5 days after the Rod Run. Mr. Adams is asking for the Commission's help with the additional cost. It would be in 2016-2017 budgets. Mayor Smith asked Mr. Adams to submit his request to Clerk Hutchison.

TYLER DALE FROM
AMERICAN
RESTORATIONS
ACQUIRED FOR CYN ROD
RUN

Tomi Jean Clifford is here to remind the Commission of some upcoming events. April 20th is the third meeting in the business series seminars, Mayor Smith will be discussing demographic trends across the United States. The first Runway 5K will be at the Airport on Saturday, April 22, 2016. The Chamber membership breakfast will be on Wednesday, April 27, 2016 at the college. They will be celebrating six graduates of the Work Ready Program. Ms. Clifford also reported that May 13, 2016 is the kick-off of the summer

TOMI JEAN CLIFFORD
CHAMBER OF COMMERCE

concert series. Laser tag will be held May 20, 2016 & May 21, 2016.

Mayor Smith reported that there are minutes to approve.

Commissioner Mattmiller made a motion to accept the minutes of the April 5, 2016 Regular Commission meeting. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Mayor Smith: yes. Motion carried.

APPROVE 4/5/2016
MEETING MINUTES

Commissioner Mattmiller made a motion to accept the minutes of the April 12, 2016 Special Commission meeting. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Mayor Smith: yes. Motion carried.

APPROVE 4/12/2016
SPECIAL MEETING
MINUTES

Mayor Smith recognized Commissioner Grayson.

FINANCE REPORT

Commissioner Grayson made a motion to pay the following bills:

PAYABLES REPORT

General Fund \$ 164,580.94

Water & Sewer Fund \$ 102,210.25

Commissioner Griggs seconded. Vote: Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

MOTION TO PAY BILLS

Commissioner Grayson reported cash in bank:

General Fund \$ 668,808.40

Water & Sewer Fund \$ 238,365.84

Municipal Road Aid Fund \$ 105,581.60

Commissioner Grayson has a couple of people interested in salvaging some of the material at the Handy House. He also has some individuals going to give a bid for demolition.

Commissioner Grayson received a complaint on speeding on Wilson Avenue and Vine Street.

Mayor Smith reported that Commissioner Slade has asked him to handle the Safety Department report in his absence.

PUBLIC SAFETY
REPORT

Mayor Smith made a motion to authorize to advertise for full-time certified police officer. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes. Motion carried.

ADVERTISE FOR FULL
TIME POLICE OFFICER

Mayor Smith announced that K-9 equipment has been installed and Commissioner Slade anticipates that K-9 Hano will begin duty sometime next week.

K-9 HANO TO BEGIN
DUTY SOON

Mayor Smith made a motion to change the classification of Justin Jett from Police Officer I to Detective noting that Detective Jett will still patrol as needed. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes. Motion carried.

CHANGE JUSTIN JETT
FROM PO I TO
DETECTIVE

Mayor Smith recognized Commissioner Griggs.

Commissioner Griggs announced that her personnel are on the 2nd week of picking up brush and will continue that process for another

MAINTENANCE DEPT
REPORT

week. Landscaping is approximately 50% complete on Pike Street. Commissioner Griggs reported that crews are nearly finished clearing out all of the city lots. She has driven around and they look very nice. The Maintenance crew has also been assisting with the sidewalk replacement in the water line replacement project area.

Commissioner Griggs announced that she will be meeting with Director Royalty soon regarding paving of streets and lots. Commissioner Griggs asked the Commission to be thinking ahead on the budget as she will be asking for additional funds to pave streets. The streets really need paving.

Commissioner Griggs reported that she has been working on consolidating a Code Book. Commissioner Griggs has prepared a rough draft and we are in the early stages.

Mayor Smith recognized Commissioner Mattmiller.

PUBLIC UTILITIES REPORT

Commissioner Mattmiller reported that the Sewer Rehab Project is nearing completion, only the line between Springdale and Elmarch remains to be done. Some paving is still left to be done and will begin as soon as the asphalt plant opens.

Commissioner Mattmiller announced that the power has been connected to the Main Licking Pump and it should be operational very soon. The paracetic acid metering pump is operational.

Rental housing inspection drive-by visual inspections are complete on the (18) properties with the most turnover. Four of these properties will need an interior inspection. Notices have been delivered and inspection will be Wednesday, April 27, 2016. The inspections will focus on the (7) health and safety standards.

CODE ENFORCEMENT REPORT

Commissioner Mattmiller would also like to request executive session at the end of meeting to discuss acquisition of property and a personnel issue.

MAYOR'S REPORT

Mayor Smith made a motion to accept the resignation of Karey Riddell as Main Street Director. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes. Motion carried.

ACCEPT RESIGNATION OF KAREY RIDDELL MAIN ST DIRECTOR

Mayor Smith read a letter from Bonnie Skinner, the chair of the Main Street program; Ms. Skinner wished Karey Riddell the best and recommended that Stephanie Burden be changed from interim Main Street Director to Main Street Director. Ms. Skinner's letter advised that the Main Street Board voted unanimously to ask the Commissioner to appoint Stephanie to the position.

RECOMMENDATION LETTER FROM BONNIE SKINNER

Commissioner Grayson made a motion to change the classification of Stephanie Burden from interim Main Street Director to Main Street Director. Commissioner Griggs seconded. Vote: Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

MOTION TO CHANGE STEPHANIE BURDEN FROM INTERIM TO MAIN ST DIRECTOR

Cynthiana Home Assistance Cooperation is asking that the City transfer ownership of two lots to build houses. Their organization is similar to Habitat for Humanity. The lots are located at 108 W. Penn and 201 N. Poplar. Commissioner Griggs questioned if either of

CYNTHIANA HOME ASSISTANCE COOP REQUEST

these lots were lots in the Westside Redevelopment Project. Mayor Smith stated that the one on Poplar was, but it was removed last fall because it was such a narrow lot. Attorney Lair advised that it would be best to make sure this lot is a buildable lot before transferring.

Mayor Smith made a motion to declare surplus a lot located at 108 W. Penn Street. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO DECLARE
108 W PENN LOT AS
SURPLUS

Mayor Smith made a motion to transfer ownership of the lot located at 108 W. Penn Street to Cynthiana/Harrison County Home Assistance Inc., a 501(c) for urban development. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO TRANSFER
OWNERSHIP OF 108 W
PENN TO CYN/HARR
HOME ASSISTANCE,
INC

Mayor Smith will advise Cynthiana/Harrison County Home Assistance to ask for variance on the lot on Poplar to be sure it can be built on.

Mayor Smith asked that the Commission look at an idea for a city seal that Herby Moore worked on a sketch of Cynthia and Anna.

CITY SEAL

Mayor Smith reminded the Commission that there are several appeals on abandoned property ordinance. Copies are included in your packets. We need to schedule hearings on those within the next 30 days.

ABANDONED
PROPERTY APPEALS
HEARINGS NEED TO BE
SET

Mayor Smith also announced that the City has a new web site, Deputy Clerk Samantha Wright has worked very hard and this site is very nice. Check it out at www.cynthianaky.com.

NEW WEB SITE

Commissioner Mattmiller made a motion to go into executive session to discuss acquisition of real property pursuant to KRS 61.810(1) b and a personnel issue per KRS 61.810(1) f. Commissioner Grayson seconded. Vote: Commissioner Grayson: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

EXECUTIVE SESSION

Commissioner Mattmiller made a motion to return to regular session. Commissioner Grayson seconded. Vote: Commissioner Grayson: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

RETURN TO REGULAR
SESSION

Mayor Smith reported that no action taken.

Commissioner Grayson made a motion to adjourn. Commissioner Griggs seconded. Vote: Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

ADJOURN

Jamie Hutchison, City Clerk

James Smith, Mayor

4/19/2016