

February 21, 2017
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session February 21, 2017 at 5:30 P.M. in the Commissioners Room at City Hall located at 104 E. Pleasant Street, Cynthiana, Kentucky. Present were Mayor Smith, Commissioners Mattmiller, Slade, Griggs and Judy and Attorney Lair.

Mayor Smith called the meeting to order.

CALL TO ORDER

Patrick Whyte with Cynthiana Baptist Church presented the invocation.

PATRICK WHYTE
PRESENTED THE
INVOCATION

Mayor Smith recognized Stephanie Burden with the Main Street Program.

VISITORS

Stephanie reported that Main Street is required to report to the state on a quarterly basis. She has just returned from the yearly state meeting of Main Street. Cynthiana Main Street figures are very good. She has supplied the Commission with statistics and a bullet point presentation which is attached and hereto made a part of these minutes.

STEPHANIE BURDEN
MAIN STREET REPORT

Mayor Smith recognized Tomi Jean Clifford, Chamber of Commerce and Anastasia Hicks, owner/operator of Ashford Acres Bed & Breakfast. They are here representing the Tourism Committee. The Tourism Committee is part of the Chamber of Commerce. Tomi Jean and Anastasia stated that the Tourism Committee needs a Tourism Commission. They are asking for the city to implement a Tourism Commission ordinance. As the owner of Ashford Acres Ms. Hicks is in favor of this ordinance. Mayor Smith reported that this has been brought up during discussion at the Strategic Planning meetings so he has asked Attorney Lair to draft a Tourism Commission Ordinance. Attorney Lair has that ordinance tonight and if there are no objections we could have the second reading. No objections.

TOURISM COMMITTEE
REQUESTS TOURISM
COMMISSION
ORDINANCE

Mayor Smith also reported that Main Street and the Chamber have been working on a Cynthiana app. The City app would encompass all types of events and information that you could get all in one place. There will also be a way to do push notifications such as street closures or water line breaks.

CYNTHIANA SMART
PHONE APP

Mayor Smith stated that a person has been working on this app on a volunteer basis. He has put in many hours of his time. Mayor Smith checked to see the cost of putting together an application of this kind. It usually costs \$3000-\$5000. Mayor Smith would like to compensate this individual for his time.

Mayor Smith made a motion to pay \$1000 to the developer of the Cynthiana app. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO
COMPENSATE
DEVELOPER OF CYN
APP

Mayor Smith reported that there are minutes to approve.

Commissioner Slade made a motion to accept the minutes of the February 7, 2017 Regular Commission meeting. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: abstain. Motion carried.	APPROVE 2/7/17 REGULAR MEETING MINUTES
Mayor Smith recognized Attorney Lair.	LEGALS
Attorney Lair read aloud the second reading of Ordinance #1558 regarding recreational vehicles for Planning & Zoning.	2nd READING ORD #1558
Commissioner Slade made a motion to accept the second reading of Ordinance #1558. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.	MOTION TO ACCEPT ORDINANCE #1558 RECREATIONAL VEH P&Z
Attorney Lair read aloud the second reading of Ordinance #1559 Planning & Zoning relating to manufactured homes.	2nd READING ORD #1559
Commissioner Mattmiller made a motion to accept the second reading of Ordinance #1559. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.	MOTION TO ACCEPT 2nd READING ORD #1559
Attorney Lair read aloud the second reading of Ordinance #1560 Planning & Zoning relating to amending the sign ordinance.	2nd READING ORD #1560 P & Z SIGNS
Commissioner Slade made a motion to accept the second reading of summary Ordinance #1560. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.	MOTION TO ACCEPT 2nd READING ORD #1560 SUMMARY
Attorney Lair read aloud the second reading of Ordinance #1561 Planning & Zoning relating to solar energy systems.	2nd READING ORD #1561 SOLAR ENERGY
Commissioner Mattmiller made a motion to accept the second reading of summary Ordinance #1561. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.	MOTION TO ACCEPT 2nd READING ORD #1561 SUMMARY
Attorney Lair read aloud the first reading of Ordinance #1562 regarding establishing a tourism commission.	1 st READING ORD #1562 ESTABLISHING TOURISM COMM
Mayor Smith made a motion to accept the first reading of Ordinance #1562 establishing a tourism commission. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.	MOTION TO ACCEPT 2nd READING ORD #1562
Mayor Smith announced that the tourism commission will only have a transient tax on lodging of 3%. This does not have any restaurant tax included at all.	
Mayor Smith made a motion to sign a memorandum of agreement	MOTION TO

with the Kentucky Transportation Cabinet to supply water service to the KYTC garage. Commissioner Griggs seconded. Vote: Mayor Smith: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Judy: yes. Motion carried.

AUTHORIZE MAYOR TO ENTER INTO AGREEMENT WITH KY TRANSPORTATION CABINET

Attorney Lair reported that he has been working on a contract with Frontier Housing for the construction of homes for the Westside Redevelopment Project. Frontier Housing will facilitate the construction, financing etc for \$15,000 per home. Mayor Smith stated that if we had more time it might be possible to do some of this on our own, but we need to get this going asap.

Commissioner Slade made a motion to authorize Mayor Smith to enter into an agreement/contract with Frontier Housing as advised by Attorney Lair. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

Mayor Smith recognized Commissioner Mattmiller.

FINANCE REPORT

PAYABLES REPORT

Commissioner Mattmiller made a motion to pay the following bills:

MOTION TO PAY BILLS

General Fund \$ 66,925.18

Water & Sewer Fund \$ 115,192.52

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

Commissioner Grayson reported cash in bank:

CASH IN BANK

General Fund \$ 716,914.97

Water & Sewer Fund \$ 101,471.00

Municipal Road Aid Fund \$ 77,859.48

Commissioner Mattmiller reported that he and Mayor Smith have met with a fleet management system company. The City has over 30 vehicles and it makes since to him for the City to check into this. Commissioner Mattmiller would like for us to bid out for this service. If the information they received is correct the city could have better vehicles and it would cost less.

Commissioner Mattmiller made a motion to authorize to advertise for a fleet management service. Mayor Smith seconded. Vote: Commissioner Mattmiller: yes; Mayor Smith: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO ADVERTISE FOR FLEET MANAGEMENT

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY REPORT

Commissioner Slade made a motion to offer employment to an individual as a full-time certified Telecommunicator contingent upon successful completion of all pre-employment requirements. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes;

MOTION TO OFFER EMPLOYMENT TO FT TELECOMMUNICATOR

Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

Commissioner Slade made a motion to offer employment to (3) individuals as part-time non-certified telecommunicators contingent upon successful completion of all pre-employment requirements. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: abstain he is related to one of the applicants. Motion carried.

MOTION TO OFFER
EMPLOYMENT TO (3)
INDIVIDUALS AS PT
TELECOMMUNICATORS

Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE
REPORT

Commissioner Griggs announced that crews have been cleaning up brush on North Main Street at the City Cemetery. Crews have also been working on water leaks.

Crews have been working on a storage shed at the Public Works facility. This is almost complete. This will allow equipment to be parked under roof. The Public Works facility is still in the flood plain and Commissioner Griggs wants a new facility as soon as we can work it into the budget.

Mayor Smith recognized Commissioner Judy.

PUBLIC UTILITIES
REPORT

Commissioner Judy reported that 192 radio read meter units have been installed and a test read was done on Friday the 17th. All 192 meters were read. The company says this is very rare to have a 100% read on the first try. There is still some work ongoing to get the readings to the billing software.

Commissioner Judy reported that the backwash pump has been installed and should be fully operational tomorrow. Good job.

The water distribution crew has installed a new valve at Locust and Pike.

Mayor Smith passed out the changes in the Strategic Planning Draft. These changes were discussed at the Strategic Planning Workshop; they were only minor changes on pages 8 and 9.

MAYOR'S REPORT

Mayor Smith announced that he would like to honor Brian Williams and James Whitaker for life time contributions to Little League baseball. They both have coached for over 30 years. Mayor Smith has checked into purchasing 11 x 11 inch aluminum plaques that will be placed at the River Road Ballpark on opening day.

HONOR BRIAN
WILLIAMS AND JAMES
WHITAKER

Mayor Smith made a motion to purchase plaques to honor James Whitaker and Brian Williams. Commissioner Griggs seconded. Vote: Mayor Smith: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Judy: yes. Motion carried.

MOTION TO PURCHASE
PLAQUES

Mayor Smith announced that we are going to hold off on the second reading on the no parking ordinances until we get a definitive ruling from the Transportation Cabinet. There will be no second reading tonight.

ANNOUNCEMENTS

Mayor Smith also reported that Steve Eads has returned to Code Enforcement. He was on a leave of absence until he got a job

STEVE EADS RETURNS
AS CODE ENF OFFICER

completed.

There will be a public forum on March 7, 2017 at 5 pm in the Commissioners room at City Hall about the Land and Water Conservation Grant. This is pertaining to the Splash pad.

PUBLIC FORUM LWCG
FOR SPLASH PAD

Mayor Smith announced that on March 15, 2017 on Compassionate Cities.

BUILDING OF SPEC
HOUSES

Mayor Smith announced that there is a bill that KLC is lobbying pertaining to modernizing municipal road aid. This will benefit cities. Please call your legislators. Commissioner Griggs suggested that we put that on the City's facebook page so citizens could call as well.

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

ADJOURN

Jamie Hutchison, City Clerk

James Smith, Mayor

2/21/2017