

November 7, 2017  
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session November 7, 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 Slade, Griggs and Judy and Attorney Lair. Commissioner Mattmiller was absent. Prior to the meeting a small reception was held in recognition of the swearing in of three police officer recruits.

Mayor Smith called the meeting to order.

CALL TO ORDER

Public Works and Utilities Director Gary Royalty presented the invocation.

GARY ROYALTY -  
INVOCATION

Attorney Lair administered the oath of office thus swearing in police officer recruits Kyle Boswell, J. W. Philpot, and Jordan Scott.

SWEARING IN OF  
POLICE OFFICER  
RECRUITS

Mayor Smith tabled the minutes of the October 17, 2017 meeting.

TABLE APPROVAL OF  
MINUTES

VISITORS

Mayor Smith recognized Kelly Forkner. Mr. Forkner stated that he has some code enforcement issues. He has complained to code enforcement officer Steve Eads on several occasions in reference to 134 N. Elmarch. Mr. Forkner presented the commissioners with pictures of some issues that he found while just riding around town for a few minutes. The Commissioner assured Mr. Forkner that they would be checking with Mr. Eads and advised him that there is a clean-up order for that property. Mr. Forkner said there is trash and mattresses in the back yard. Mayor Smith asked Mr. Forkner if he would be interested in being on the Code Enforcement Board, he would be an asset to the board. Mr. Forkner stated he would be interested. The Commission thanked Mr. Forkner for bringing this to their attention and assured him that Code Enforcement is very important to the citizens of Cynthiana and the Commission.

KELLY FORKNER

LEGALS

Attorney Lair read the 1<sup>st</sup> reading of Ordinance #1579 relating to discharge parameters for the Waste Water Treatment Plant.

1<sup>ST</sup> READING  
ORDINANCE #1579

Commissioner Slade made a motion to accept the first reading of #1579. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO ACCEPT  
1<sup>ST</sup> READING  
ORDINANCE #1579

Attorney Lair read the second reading of Ordinance #1578 relating to the Mayor's salary.

2<sup>nd</sup> READING  
ORDINANCE #1578  
MAYOR SALARY

Commissioner Slade made a motion to accept the second reading of #1578. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: abstain. Motion carried.

MOTION TO ACCEPT  
2<sup>ND</sup> READING  
ORDINANCE #1578

MAYOR'S REPORT

Mayor Smith reported that the first three homes Westside Redevelopment Project are built. There is still a little bit of landscaping work to be done. The paperwork for the sale of the first home is in progress. Attorney Lair is waiting on some language from local government to finish up the documents.

WESTSIDE REDEVELOPMENT PROJECT

Cynthiana-Harrison County Home Assistance has approached the Mayor about building a house on the corner lot on Mill and Poplar that the city deeded to them. The Mayor reported that he has spoken with Bryan Kirby and this house is going to be counted as one of the 7 homes needed for the WSRP. This home will be built as a Habitat for Humanity home.

Update on Handy House. Mayor Smith reported that a hearing was held last week on the Handy House. The Judge gave the Heritage Council three weeks to file a brief then upon receipt of the brief from the Heritage Council the City and County will have three weeks to respond to the Heritage Council then the Judge will make a decision.

UPDATE ON HANDY HOUSE

Mayor Smith announced that 2017 marks the 100 year anniversary of the United States entry into World War I.

WORLD WAR I PROCLAMATION

Mayor Smith read a proclamation declaring 11/11/2017 as World War I Remembrance Day in Cynthiana.

Mayor Smith made a motion to adopt the World War I proclamation. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO ADOPT WWI PROCLAMATION

Mayor Smith encouraged the employees and commissioners to keep in contact with state senators and representatives regarding pension.

Mayor Smith reported the Kentucky Wired project has made in to the Square and will get to the Court House. The time to move forward with broadband is now. The Mayor reported that he would like to form a committee to get broadband from the Court House to citizens and businesses. The committee should include elected officials, communication companies such as Verizon so he will be collecting names for the committee if anyone has someone please let him know.

KENTUCKY WIRED PROJECT COMMITTEE

Mayor Smith will be doing Commissioner Mattmiller's report in his absence.

FINANCE REPORT

PAYABLES REPORT

Mayor Smith made a motion to pay the following bills:

MOTION TO PAY BILLS

General Fund \$ 483,546.39

Water & Sewer Fund \$ 335,042.73

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

Mayor Smith reported cash in bank:

CASH IN BANK

General Fund	\$ 335,172.33
Water & Sewer Fund	\$ 12,070.70
Municipal Road Aid Fund	\$ 47,034.82

Mayor Smith announced that is that time of year again to discuss vacation buy-back for employees. Employees must have taken 40 hours or 56 hours for Fire Department to be eligible. There is a limit of 40 hours or 56 hours for fire department that can be bought back. We encourage employees to take their vacation if possible. Vacation buy back is a cost savings to the city because it is not subject to retirement and saves on overtime.

VACATION BUY-BACK

Mayor Smith made a motion to authorize vacation buy-back again this year. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO APPROVE  
VAC BUY-BACK

Mayor Smith recognized Commissioner Slade.

Commissioner Slade read an anonymous letter that the Mayor and Commissioners received this week. Commissioner Slade reported that a letter signed would have meant more to him. Commissioner Slade would like to address some misconceptions in the letter. The letter talked about the doubling of the Mayor salary and that the Mayor stated he would not run for re-election if this passed. Commissioner Slade stated that he asked the City Clerk to pull the video of the meeting so he could review it. What the Mayor actually said was "Cynthiana needs a full-time Mayor and if I thought this would pass and me not run for re-election I would declare right now that I would not run for re-election if you would pass this right now". Commissioner Slade took it that the Mayor feels that Cynthiana needs a full-time so strongly that if it was because of him that this did not pass then he would not run for re-election. As for the part about not getting any no business in Cynthiana. Two businesses opened this week. The murals and gnome doors and painted rocks, the City had nothing to do with. The Art's Council and private citizens did these. There was no tax money used for these things.

RESPONSE TO LETTER  
FROM CITIZEN

Commissioner Slade stated he appreciated citizens to hold us accountable. Please call us, any of us will be glad to talk to you.

Mayor Smith stated we have a very open City government please contact us with any questions or concerns.

Mayor Smith recognized Chief Jay Sanders and Chief Ray Johnson for receiving a partnership in education award from the Harrison County Board of Education. Congratulations to both the Cynthiana Police and Fire Department.

BOARD OF EDUCATION  
LEADERSHIP

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY  
REPORT

Commissioner Slade stated that the first thing on his agenda is to address the physical agility test for certified police officers. Some of the certified officers have a little age on them and the long run that is required for the POPS physical agility is difficult. We need officers

that are capable of doing the job so Commissioner Slade would like to require that certified officers be required to get an in-depth physical.

Commissioner Slade made a motion to change that certified officers take a pre-employment physical instead of the physical agility required for recruits to the academy. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO CHANGE PHYSICAL AGILITY FOR CERTIFIED POLICE OFFICERS

Commissioner Slade made a motion to offer employment to (4) individuals as certified police officers. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT TO (4) INDIVIDUALS AS CERTIFIED POLICE OFFICERS

Commissioner Slade made a motion to promote Police Officer III Shannon Clem to Police Sergeant effective 11/11/2017. Salary commensurate with position. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

PROMOTE SHANNON CLEM TO POLICE SGT

Commissioner Slade made a motion to promote Police Officer II Justin Jett to Police Sergeant effective 11/11/2017. Salary commensurate with position. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

PROMOTE JUSTIN JETT TO POLICE SGT

Commissioner Slade made a motion to promote Police Officer II Vance Meighan to Police Sergeant effective 11/11/2017. Salary commensurate with position. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

PROMOTE VANCE MEIGHAN TO POLICE SGT

After successful completion of all pre-employment requirements Commissioner Slade made a motion to offer employment to Lenora Kinney as a part-time telecommunicator salary commensurate with position. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT LENORA KINNEY PT TELECOMMICATOR

After successful completion of all pre-employment requirements Commissioner Slade made a motion to offer employment to Lindsey Burberry as a part-time telecommunicator salary commensurate with position. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT TO LINDSEY BURBERRY AS PT TELECOMMUNICATOR

After successful completion of all pre-employment requirements Commissioner Slade made a motion to offer employment to Ilan Bear as a part-time telecommunicator salary commensurate with position. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT TO ILAN BEAR AS PT TELECOMMUNICATOR

Commissioner Slade made a motion to offer employment to (2) individuals as part-time certified telecommunicators. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT TO (2) CERTIFIED TELECOMMUNICATORS

Commissioner Slade advised that he needs executive session at the

end of the meeting to discuss a personnel matter.

Mayor Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE  
REPORT

Commissioner Griggs reported that this is the last week of brush pick up. Leaf pick-up will begin next week. If you bag your leaves we will pick them up every day. The crews are preparing for snow removal and continue to do everyday maintenance.

CHIPPER SERVICE &  
LEAF PICK UP

Mayor Smith recognized Commissioner Judy.

PUBLIC UTILITIES  
REPORT

Commissioner Judy reported that the West Bypass Water Line project is complete. Two of the three sections of line have been pressure tested and sanitized.

The water line from Hillside Apartments to Pike Street is complete.

Commissioner Judy made a motion to promote Brad Wright from WWTP Operator to Assistant WWTP Supervisor salary commensurate with position. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

PROMOTE BRAD  
WRIGHT TO ASST  
WWTP SUPERVISOR

Commissioner Judy made a motion to change the status of Vanessa Duff from WWTP operator I to WWTP Operator II. Commissioner Griggs seconded. Vote: Commissioner Judy: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

CHANGE VANESSA  
DUFF WWTP OP I TO  
WWTP OP II

After successfully passing Sewer Collection I certification Commissioner Judy made a motion to raise the salary of Elijah Sublett commensurate with position. Commissioner Griggs seconded. Vote: Commissioner Judy: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

ELIJAH SUBLETT  
SEWER COLLECTION I

Upon successfully completing the 6-month probationary period as acting Assistant Maintenance Supervisor Commissioner Judy made a motion to change the status of Harley Flack from Acting Assistant Maintenance Supervisor to Assistant Maintenance Supervisor salary commensurate with position. Commissioner Griggs seconded. Vote: Commissioner Judy: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

CHANGE THE STATUS  
OF HARLEY FLACK

Mayor Smith made a motion to go into executive session pursuant to KRS 61.810(1) f to discuss employment of a specific individual. Commissioner Slade seconded. Vote: Mayor Smith: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

EXECUTIVE SESSION

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

RETURN TO REGULAR  
SESSION

Commissioner Slade made a motion to terminate Telecommunicator III Kelli Doyle during a probationary period. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

TERMINATE KELLI  
DOYLE DURING A  
PROBATIONARY  
PERIOD

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

ADJOURN

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Jamie D. Hutchison, City Clerk

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James Smith, Mayor

11/7/2017