

November 21, 2017
Special Commission Meeting

The City of Cynthiana Board of Commissioners met in a special session November 21, 2017 at 5:30 P.M. in the Community Room at the Cynthiana-Harrison County Public Library located in Cynthiana, Kentucky. Present were Mayor Smith, Commissioners Mattmiller, Slade, Griggs and Judy and Attorney Lair. Prior to the meeting a small reception was held in recognition of the swearing in of three police officers.

Mayor Smith called the meeting to order.

CALL TO ORDER

Ted Bean with the First United Methodist Church presented the invocation.

TED BEAN –
INVOCATION

Commissioner Slade recognized Police Chief Ray Johnson. Chief Johnson stated that Officers Justin Jett and Vance Meighan were promoted to sergeants at the last meeting. They will be attending the three week sergeant's academy. Both new sergeants were pinned with their new badges and presented with a certificate of promotion.

SERGEANT CEREMONY
– VANCE MEIGHAN &
JUSTIN JETT

Upon successful completion of all pre-employment requirements, Commissioner Slade made a motion to offer employment to O.C. Jones as a full-time certified police officer III. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

HIRE O.C. JONES –
FULL-TIME CERTIFIED
POLICE OFFICER III

Upon successful completion of all pre-employment requirements, Commissioner Slade made a motion to offer employment to Kendra Keuffer as a full-time certified police officer I. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

HIRE KENDRA KEUFFER
– FULL-TIME
CERTIFIED POLICE
OFFICER I

Upon successful completion of all pre-employment requirements, Commissioner Slade made a motion to offer employment to Nathan Balk as a full-time certified police officer I. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

HIRE NATHAN BELK –
FULL-TIME CERTIFIED
POLICE OFFICER I

Attorney Lair administered the oath of office thus swearing in police officers O.C. Jones, Kendra Keuffer and Nathan Balk.

SWEARING IN OF
POLICE OFFICERS

Commissioner Slade recognized the police recruits that were in attendance while on holiday break from the academy. He reported that Kyle Boswell has been selected as class leader of the police recruit academy.

KYLE BOSWELL-CLASS
LEADER AT ACADEMY

VISITORS

Mayor Smith recognized Karey Riddell. Ms. Riddell reported that the Cynthiana Cemetery project is underway. They are working to preserve the cemetery as well as attract people to visit the cemetery. Currently, there are graves that are mismatched with tombstones as well as a pile of broken tombstones. There is also a problem with trees that are not in good shape and some are diseased. The department of forestry has evaluated the trees and has determined it

KAREY RIDDELL –
CYNTHIANA CEMETERY

is best to heavily prune the diseased trees. She reported that there will be a "Save a Grave" campaign in the coming weeks. She is here to ask for the commission to pay to have the cemetery surveyed.

Commissioner Mattmiller made a motion to fund the surveying of the Cynthiana Cemetery to be done by Pat Darnell, estimated to cost \$1000-1400. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO PAY FOR
CYNTHIANA CEMETERY
TO BE SURVEYED

Mayor Smith recognized Stephanie Burden. Ms. Burden reported that she has worked to get an ice skating rink in downtown Cynthiana. The cost of the rink has been 75% funded by Cynthiana Main Street and donations from local businesses. The remainder of the cost will hopefully be collected from the event itself. The synthetic ice rink will be downtown December 15-17th. She has received lots of calls and questions concerning the event. Due to the ice rink being placed in the Key Market Lot, owned by the City, a few private residences and businesses will not have access to their private parking. Ms. Burden asked the city to allow the one-way Renaker Alley to be a two-way street during this three day event to allow private residents to access their homes.

STEPHANIE BURDEN –
ICE SKATING EVENT

Mayor Smith made a motion to close the parking lot and to open up Renaker Alley to two-way traffic during the ice skating event. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Griggs: yes. Motion carried.

RENAKER ALLEY OPEN
TO TWO-WAY TRAFFIC
DURING ICE SKATING
EVENT

Ms. Burden asked if she is responsible for signage to post for parking and traffic. The Mayor instructed her to get with Gary Royalty to clear this issue. Ms. Burden stated that the price of ice skating will be \$5 for children 5 and under. \$8 for anyone older than 5 years old. This is for a one hour session. Over 100 tickets have already been sold. There has been lots of interest in the event.

Mayor Smith reported that there are minutes to approve.

Commissioner Griggs made a motion to approve the minutes of the October 17, 2017 meeting. Commissioner Judy seconded. Vote: Commissioner Griggs: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

APPROVE 10/17/17
MINUTES

Commissioner Mattmiller made a motion to approve the minutes November 7, 2017 meeting. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

APPROVE 11/7/17
MINUTES

Attorney Lair read the second reading of Ordinance #1579 relating to discharge parameters for the Waste Water Treatment Plant.

LEGALS

2nd READING
ORDINANCE #1579

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

MOTION TO ACCEPT
2nd READING
ORDINANCE #1579

Mayor Smith reported that Westside Redevelopment Project homes are complete. There are final change orders on each property at

MAYOR'S REPORT

WESTSIDE

<p>\$450 per property. These change orders need to be made so we can process final payment.</p>	<p>REDEVELOPMENT PROJECT</p>						
<p>Mayor Smith made a motion to accept the change orders in the amount of \$450 per property. Commissioner Mattmiller seconded. Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion Carried.</p>	<p>APPROVE CHANGE ORDER - \$450 EACH PROPERTY</p>						
<p>Mayor Smith reported that the sale of the first property is still in process. The city attorney is helping with purchase agreement between CHACHA and buyers. The deadline of the Westside Redevelopment grant has been extended another year due the progress we have made.</p>	<p>WESTSIDE REDEVELOPMENT GRANT DEADLINE EXTENDED ONE YEAR</p>						
<p>Mayor Smith reported that he has met with Code Enforcement Officer, director of Planning and Zoning, and Chairman of Planning and Zoning Commission concerning the city commission’s expectation on Code Enforcement. He re-emphasized that the City Commission expects all codes as stated in ordinances should be enforced consistently and fairly. Resolution of problem properties where property owner does not comply with notices of violation should be pursued aggressively by both issuing citations and clean up orders where necessary.</p>	<p>CODE ENFORCEMENT</p>						
<p>Mayor Smith reported that issues raised at last commission meeting concerning 134 N. Elmarch Ave have been addressed. The occupants have finally vacated property and the city maintenance department has abated code violations. All costs related to clean up will be charged to property owner.</p>	<p>134 N ELMARCH ISSUES ADDRESSED</p>						
<p>Mayor Smith recognized Commissioner Mattmiller.</p>	<p>FINANCE REPORT</p>						
<p>Commissioner Mattmiller made a motion to pay the following bills:</p>	<p>PAYABLES REPORT</p>						
<table border="0"> <tr> <td data-bbox="151 1583 760 1620">General Fund</td> <td data-bbox="766 1583 993 1620">\$ 188,303.69</td> </tr> </table>	General Fund	\$ 188,303.69	<p>MOTION TO PAY BILLS</p>				
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<table border="0"> <tr> <td data-bbox="151 1680 760 1717">Water & Sewer Fund</td> <td data-bbox="766 1680 993 1717">\$ 214,865.20</td> </tr> </table>	Water & Sewer Fund	\$ 214,865.20					
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<p>Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.</p>							
<p>Commissioner Mattmiller reported cash in bank:</p>	<p>CASH IN BANK</p>						
<table border="0"> <tr> <td data-bbox="151 1986 708 2024">General Fund</td> <td data-bbox="714 1986 912 2024">\$ 535,044.63</td> </tr> <tr> <td data-bbox="151 2026 708 2064">Water & Sewer Fund</td> <td data-bbox="714 2026 912 2064">\$ 55,315.88</td> </tr> <tr> <td data-bbox="151 2067 708 2104">Municipal Road Aid Fund</td> <td data-bbox="714 2067 912 2104">\$ 47,065.68</td> </tr> </table>	General Fund	\$ 535,044.63	Water & Sewer Fund	\$ 55,315.88	Municipal Road Aid Fund	\$ 47,065.68	
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Municipal Road Aid Fund	\$ 47,065.68						
<p>Commissioner Mattmiller reported that he and Commissioner Griggs attended the Recreation Department Board meeting. It has been recommended that the dog park be located between the soccer field and the lower part of the park.</p>	<p>DOG PARK RECOMMENDATION FROM REC BOARD</p>						
<p>Commissioner Mattmiller made a motion for the city to approve the location of the dog park. Commissioner Judy seconded. Vote: Commissioner Mattmiller: yes; Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>APPROVE LOCATION OF DOG PARK</p>						

Commissioner Mattmiller made a motion to have Attorney Lair prepare paperwork for CHACHA to deed back the property located at 108 W Penn Street to the City due to the issue with the alley. Mayor Smith seconded. Vote: Commissioner Mattmiller: yes; Mayor Smith: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO AUTH
ATTORNEY LAIR TO
PREPARE PAPERWORK
– 108 W PENN ST

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY
REPORT

Commissioner Slade made a motion to accept resignation of Shannon Clem effective December 7, 2017. Shannon is leaving to accept a position with Falmouth Police Department as Assistant Chief. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

ACCEPT RESIGNATION
- SHANNON CLEM

Commissioner Slade made a motion to offer employment to three certified firefighters as part-time firefighters, contingent upon pre-employment requirements. Commissioner Judy seconded. Vote: Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

OFFER EMPLOYMENT
TO (3) INDIVIDUALS AS
CERTIFIED PART-TIME
FIREFIGHTERS

Mayor Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE
REPORT

Commissioner Griggs reported that leaf collection continues. Unfortunately, we are only able to run one machine due to a mechanical breakdown on the second leaf machine. We are struggling to keep up but are working overtime to try and stay on schedule. We do not expect to receive the repair parts until late next week. No leaf machines are available to rent so please bear with us. Please be reminded that if home owners will bag leaves and contact the City Clerk's Office 234-7150, the maintenance department will pick up the leaves regardless of the schedule. Personnel continue to remove furniture and debris from abandoned houses throughout the city. Commissioner Griggs reported that we are prepared for ice and snow when the weather changes.

Mayor Smith recognized Commissioner Judy.

PUBLIC UTILITIS
REPORT

Commissioner Judy made a motion to award tube settler bid to the low bidder, Jim Pelton Environmental, in the amount of \$52,750.00. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

AWARD TUBE SETTLER
BID – JIM PELTON
ENVIRONMENTAL

Commissioner Judy reported that water distribution personnel are working on water valves in the Pike and Poplar Street area which are in-operative. This is one of the last areas in town where we are unable to shut down the ten inch water main should we have a line break. We expect to have the problem resolved by year-end.

Commissioner Judy reported that we continue to work on installing new water meters and radio read devices. Another meter route is expected to be complete by the end of the year. Work continues on mapping the locations of water meters throughout the city. This information is being entered into our data base of GIS mapping. Information collected for years by Ronnie Slade is also being put in

the data base and will prove to be invaluable in the future. Cody Ziesness and Ronnie Slade are supplying the information as it is collected to our contractor, Vanguard Mapping Solutions, who will generate the water distribution maps.

Commissioner Judy asked that the commissioner please be aware that the re-wash valve actuators are needing to be replaced at the water treatment plant. There are (4) of these actuators and they cost approximately \$3000 each. We will replace them as funds become available.

Commissioner Judy made a motion to change the status of Keith Northcutt from Water Treatment Operator III to Water Treatment Operator IV, salary commensurate with position. Commissioner Mattmiller seconded. Vote: Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

CHANGE STATUS OF
KEITH NORTHCUTT TO
WATER TREATMENT
OPERATOR IV

Commissioner Judy wished everyone a Happy Thanksgiving on behalf of the commission.

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

ADJOURN

Jamie D. Hutchison, City Clerk

James Smith, Mayor

11/21/2017