

January 19, 2016
Commission Meeting

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

Mayor Smith called the meeting to order.

CALL TO ORDER

Pastor Earl Litman with First Church of God presented the invocation.

EARL LITMAN
INVOCATION

Mayor Smith reported that there are minutes to approve.

Commissioner Mattmiller made a motion to accept the minutes of the January 5, 2015 Regular Commission meeting. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

APPROVE 1/5/2016
MEETING MINUTES

Mayor Smith recognized Commissioner Grayson.

FINANCE REPORT

Commissioner Grayson made a motion to pay the following bills:

PAYABLES REPORT

General Fund	\$ 153,142.18
Water & Sewer Fund	\$ 80,826.73

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

MOTION TO PAY BILLS

Commissioner Grayson reported cash in bank:

General Fund	\$ 362,104.16
Water & Sewer Fund	\$ 149,108.76
Municipal Road Aid Fund	\$ 65,234.54

Commissioner Grayson questioned the plans to remodel City Hall and have the Fire Station located here. Commissioner Slade replied that it fairly certain that the Fire Station would probably relocate to another site due to outgrowing the building in five years or less. Commissioner Grayson reported that he would like to start working on the plans for City Hall usage as soon as possible.

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY
REPORT

Commissioner Slade reported that Blake Bishop from the E-911 Center is currently at the Academy for his 5 week certification class. Commissioner Slade stated that the department is doing very well and wishes to give Ms. Doyle and the rest of the department kudos.

BLAKE BISHOP IN
ACADEMY

Commissioner Slade reported that the City has an opportunity to have the use of (2) K-9 units. Officer Quinn has a dog that was certified when he worked in Pendleton County. When Officer Quinn left his job there they gave the dog to Officer Quinn. Officer

DISCUSSION ON K-9
UNITS

Quinn's dog is a German Shepherd. This dog has about 6 years of service left and both Officer Quinn and his K-9 Unit can be recertified. Officer Quinn owns this dog; Commissioner Slade needs Attorney Lair to check into what kind of an agreement we would need to have with Officer Quinn.

Another one of our officers, Officer Crump has a dog that has been given to him; this pup is approximately 10 weeks old. He is a Mountain Cur. Officer Crump has done some leg work and has found training in Lexington, free of charge. There will be some additional cost. Commissioner Slade is just asking the Commission for permission to acquire some information to proceed on getting this information for the next meeting. Commissioner Slade commended Officer Crump for taking the initiative to research this project.

Mayor Smith recognized Commissioner Griggs.

MAINTENANCE DEPT
REPORT

Commissioner Griggs announced that she is sure everyone has heard the news is reporting we are going to get some significant snow fall this week. The crews are ready. The crews are more than prepared to handle snow removal.

SNOW REMOVAL

Commissioner Griggs also reported that she and the Maintenance Department are still working on the replacement of worn street signs in the city. There are many that are in need of replacing. We have ordered break-away posts and will begin replacing signs as weather permits.

Mayor Smith recognized Commissioner Mattmiller.

PUBLIC UTILITIES
REPORT

Commissioner Mattmiller welcomed Stephanie Burden who is the new temporary Main Street Director.

Commissioner Mattmiller reported that the Rental License renewal forms have been mailed.

RENTAL PROPERTY
RENEWALS

Commissioner Mattmiller reported that the Recreation Department has a board meeting on Monday, January 25. At that meeting Commissioner Mattmiller is going to ask that the Recreation Department implement a linear master schedule with all events and times. He is also looking into an application that will allow coaches and employees to send text messages with announcements. The school system uses something like this now and it is at no cost, he believes.

RECREATION DEPT
REPORT

Commissioner Mattmiller also announced that he would like for Attorney Lair to create an ordinance to amend the policy and procedures establishing a Rental Property Inspector/Assistant to the Board of Commissioners.

EST POSITION IN
POLICIES/PROCEDURES
FOR RENTAL PROP
INSPECTOR

Commissioner Mattmiller announced that the first week of February the owners of property that were declared abandoned will be receiving letters informing them of their rights to appeal.

ABANDONED
PROPERTY LETTERS

Commissioner Mattmiller announced that once rental license applications have been received, inspections will begin. The rental properties that have the most turnovers in tenants will be inspected first.

Commissioner Mattmiller also reported that Mr. Hall, the citizen that approached the commission last meeting about water pressure issue, that issue has been resolved. The Water Department personnel met with Mr. Hall; the issue of pressure was from the house to the meter and Mr. Hall is going to replace his line. The pressure at the meter on the city side was more than adequate.

Mayor Smith wanted to advise citizens if they ever have any problems or issues to please call. Many issues can be handled by a phone call. Water works and wastewater will be glad to come out and check issues.

MAYOR'S REPORT

Mayor Smith reported that Kentucky League of Cities submitted a Phase II proposal for Strategic Planning to continue the process. The proposal was for \$12,000 and Mayor Smith thought this was too high, he believes we can do this ourselves a lot cheaper.

STRATEGIC PLANNING
PHASE II

Mayor Smith announced that there will be an employee evaluation training meeting for supervisors on January 28, 2016 from 9-12 noon.

Mayor Smith stated that he met with Planning & Zoning last week about the list of abandoned properties that they submitted to the city in December. Mayor Smith noted that the City and/or P&Z do not want to impose fines, issue citations or cite property owners; we just want the owners to fix up their properties. Mayor Smith asked Planning and Zoning if they would look into offering an amnesty period for fees on permits. Mayor Smith plans to explore this further.

ABANDONED
PROPERTY/AMNESTY
ON PERMIT FEES

Mayor Smith also is looking into a program that other cities have implemented. It is called "Repair Affair". This program is a program where volunteers help elderly or disabled neighbors repair or fix-up their properties on a volunteer basis.

REPAIR AFFAIR

Commissioner Grayson mentioned that he has packets that are 26 pages concerning abandoned property to give to everyone. He will put in the Commissioner's boxes. Commissioner Grayson shared that he is very impressed with the process in the packets.

Commissioner Mattmiller stated that if people will start taking care of their properties it will become contagious.

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

ADJOURN

Jamie Hutchison, City Clerk

James Smith, Mayor