

December 18, 2018
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session December 18, 2018 at 5:30 P.M. in the Harrison County Board of Education Board Room located at 308 Webster Avenue, 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

Mayor Smith presented the invocation.

INVOCATION

No visitors.

VISITORS

Commissioner Slade made a motion to approve the minutes of the December 4, 2018 meeting. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

APPROVAL OF MINUTES
December 4, 2018

Mayor Smith recognized Attorney Lair.

LEGALS

Attorney Lair read the second reading of Ordinance #1591 amending the policies and procedures to add the position of Battalion Chief Grade 26 to the Fire Department.

SECOND READING ORD
#1591

Commissioner Slade made a motion to accept the first reading of Ordinance #1591. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

MOTION TO ACCEPT 2nd
READING ORD 1591
AMENDING P&P ADDING
BAT CHIEF TO FIRE DEPT

Attorney Lair administered the oath of office to Mayor James D. Smith.

SWEARING IN OF
MAYOR SMITH
& COMMISSIONERS

Attorney Lair administered the oath of office to Commissioners Mark Mattmiller, Roger Slade, Jada Walker Griggs, and Lourena Judy.

MAYOR'S REPORT

Mayor Smith reported that the last constructed home in the Westside Redevelopment Project is sold pending financing.

Mayor Smith announced that he has enjoyed working with the present commission and is looking forward to working together in the New Year.

Mayor Smith stated that if everyone is in agreement he would like to cancel the January 1, 2019 Commission and schedule a short special meeting on January 3, 2019. This special meeting would be to pay bills, approve minutes, and assign interim departments to commissioners. We will have to assign departments officially at the January 15, 2019 regular commission meeting because

they cannot be assigned during a special meeting. Mayor Smith also reported that Planning and Zoning are working on their comprehensive plan and now would be a good time to schedule a Strategic Planning workshop after the special meeting.

The Commission agreed to cancel the regular meeting on January 1, 2019 and schedule a special meeting and Strategic Planning Workshop on January 3, 2019.

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	\$ 173,389.67
--------------	---------------

Water & Sewer Fund	\$ 164,636.25
--------------------	---------------

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

Commissioner Mattmiller reported cash in bank:

CASH IN BANK

General Fund	\$ 257,269.82
--------------	---------------

Water & Sewer Fund	\$ 145,568.10
--------------------	---------------

Municipal Road Aid Fund	\$ 1,403.97
-------------------------	-------------

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY REPORT

Commissioner Slade read a proclamation recognizing Eddie Quinn who was hired on 8/18/2015 as a Police Officer III- brought experience to the department. Officer Quinn was recently elected as the Sheriff of Pendleton County and resigned his position with the City of Cynthiana on December 4, 2018. Commissioner Slade stated that he will be missed.

RECOGNIZE EDDIE
QUINN

Commissioner Slade recognized Officer Barry Sparks recipient of the Governor's Award 2018 Impaired Driving Enforcement. Commissioner Slade presented Officer Sparks with a certification of appreciation.

RECOGNIZE OFFICER
SPARKS

Commissioner Slade made a motion to authorize to post internally for Battalion Chief in the fire department. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

MOTION TO POST
INTERNALLY FOR BAT
CHIEF IN FIRE
DEPARTMENT

Commissioner Slade made a motion to offer employment to an individual as a full-time police social worker contingent upon successful completion of all pre-employment requirements. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

MOTION TO OFFER
EMPLOYMENT TO AN IND
AS POLICE SOCIAL
WORKER

Mayor Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE
REPORT

Commissioner Griggs reported that temporary asphalt was placed on S. Walnut between Pleasant and Pike St., and also on E. Pleasant between Elmarch and Miller St. Both sites will be placed in permanent asphalt in the spring.

Commissioner Griggs added that leaf collection is now complete. Crews will continue to pick up bagged leaves upon request. Residents should call city hall with the requests and crews will collect them by the end of the following business day.

Commissioner Griggs added that for snow and ice preparation, 2 loads of salt were delivered and salt spreaders and plows were placed on two of the F-450 trucks. The remaining truck will be retrofitted this week.

MOTION TO OFFER
EMPLOYMENT TO (2)
INDIVIDUALS AT
MAINTENANCE WORKERS

Two loads of cold patch will be delivered this week and crews will continuing on the remaining pothole patching as weather allows.

Commissioner Griggs added that several storm drains needing repair have been identified. Crews will begin to replace and repair these as weather allows.

Commissioner Griggs made a motion to offer employment to Jon Cottrell as a Maintenance Worker I, he has successfully completed all pre-employment requirements salary commensurate with position. Commissioner Slade seconded. Vote: Commissioner Griggs: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

HIRE JON COTTRELL AS
MW I

Commissioner Griggs made a motion to offer employment to Wesley Giles as a Maintenance Worker I he has successfully completed all pre-employment requirements salary commensurate with position. Commissioner Judy seconded. Vote: Commissioner Griggs: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

HIRE WESLEY GILES AS
MW I

Mayor Smith recognized Commissioner Judy.

PUBLIC UTILITIES
REPORT

Commissioner Judy reported that the raw water pump #1 was pulled and is being evaluated for repair or replacement by our contractor Layne and also work on the water plant electrical

upgrade continues.

Commissioner Judy announced that work continues on the design of the new booster pump station on the East side. It is planned this project will be put out for bids in late January or early February.

Commissioner Judy made a motion to execute a work order with HDR for a rate study on a sewer bill be made. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

Commissioner Judy made a motion to change the status of Cody Zieseness from Maintenance Worker I to Meter Reader salary commensurate with position. Commissioner Griggs seconded. Vote: Commissioner Judy: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.

Commissioner Judy made a motion to hire Brian Dufresne as a full-time meter reader after successful completion of all pre-employment requirements 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.

Commissioner Judy and Director of Public Utilities Nathan Fields asked that the Commissioner and Attorney Lair look into the Federal rate for increase in utilities. The Commission agreed to get more information on this. Commissioner Judy reported that we are going to have to increase water and sewer rates to cover costs. The City should possibly look into a small increase each year instead of the larger increase all at once.

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.

MOTION TO EXECUTE
WORK ORDER WITH HDR
ENGINEERS

CHANGE STATUS OF
CODY ZIESENESS FROM
MW I TO METER READER

MOTION TO HIRE BRIAN
DUFRESNE AS FT METER
READER

ADJOURN

Jamie Hutchison, City Clerk

James Smith, Mayor

12/18/2018