

November 20, 2018  
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session November 20, 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 congratulated the Commissioners on winning the election.

Mayor Smith recognized Stephanie Burden, Main Street Director.

VISITORS

Stephanie is in attendance to ask the Commission's permission to close Joe B. Hall Court for the Christmas Carnival December 7 & 8.

STEPHANIE BURDEN

Mayor Smith and Commissioner Griggs asked if the business owners are aware. Stephanie stated that they will be speaking with business owners and handing out flyers.

Mayor Smith made a motion to close Joe B. Hall Court December 7, 2018 and December 8, 2018 for the Christmas Carnival. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO CLOSE JOE B  
HALL COURT FOR  
CHRISTMAS CARNIVAL

Stephanie Burden also asked if it would be possible to get parking spots striped on Main, Walnut, and Pike Street downtown areas. The spots used to be striped and have worn off. This should help to show where the spaces are.

Mayor Smith made a motion to stripe Main, Walnut, and Pike Street downtown for parking spots. Commissioner Slade seconded. Vote: Mayor Smith: yes; Commissioner Slade: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes. Motion carried.

MOTION TO STRIPE  
PARKING SPOTS  
DOWNTOWN

APPROVAL OF MINUTES

Commissioner Slade made a motion to approve the minutes of the November 6, 2018 meeting. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

NOVEMBER 6, 2018

LEGALS

Westside Redevelopment Project Update – We received a 1 year extension on completing this project extended to December 31, 2019. Mayor Smith reported that 206 W. Mill Street is for sale. Mayor Smith stated that we need to make a motion authorize the mayor to sign a Letter of Agreement with the Bluegrass Area Development District to conduct a City of Cynthiana Broadband

MAYOR'S REPORT  
UPDATE ON WSRP

Study and development of a potential business model/plan. Study is already budgeted and will provide the necessary data needed to move forward with issuing a RFP and securing grant funding for a potential municipal-owned broadband service.

AGREEMENT WITH  
BGADD FOR BROADBAND  
STUDY

Commissioner Mattmiller made a motion to authorize the Mayor to sign a letter of Agreement with Bluegrass Area Development District to conduct a study on broadband. This is a budgeted item. Commissioner Griggs seconded. Vote: Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

Mayor Smith stated that we need to authorize the Mayor to sign closing documents for the purchase of 103 and 105 E. Pike St and 202 S. Main St for \$46,000.

Commissioner Mattmiller made a motion to authorize Mayor Smith to sign closing documents for the purchase of 103 & 105 E. Pike Street and 202 S. Main Street in the amount of \$46,000. Commissioner Judy seconded. Vote: Commissioner Mattmiller: yes; Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO AUTHORIZE  
MAYOR TO SIGN  
CLOSING DOCUMENTS  
LERMAN BUILDING

Mayor Smith reported that Code enforcement has submitted the list of properties in Cynthiana identified as Abandoned, Dilapidated, or Blighted. The City Clerk has until Dec 31<sup>st</sup> to certify this list.

CODE ENFORCEMENT  
LIST OF ABANDONED  
PROPERTIES

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	\$ 118,595.47
--------------	---------------

Water & Sewer Fund	\$ 57,990.23
--------------------	--------------

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	\$ 494,207.36
Water & Sewer Fund	\$ 167,653.80
Municipal Road Aid Fund	\$ 130,623.97

Commissioner Mattmiller reported that the boiler in the New City Building has stopped working. The cost to replace the boiler is \$17,446 which includes labor. There is money budgeted for the building to cover this expense. The new boiler should last 15-20 years with proper maintenance.

Commissioner Mattmiller reported that are several employees especially in the departments that have to be manned 24 hours that have unused vacation. The last several years the

VACATION BUY BACK

Commission has approved vacation buy-back for employees and we need to discuss doing this again this year. Vacation has to be used by December 31, 2018. It is a cost savings to the city because retirement does not have to be paid on vacation buy back and overtime coverage would be reduced.

Commissioner Mattmiller made a motion to authorize vacation buy-back again this year. There is a limit of 40 hours for regular employees and 56 hours for Firefighters. Employees must have taken or scheduled 40 hours for regular employees and 56 hours for firefighters to be eligible. Commissioner Judy seconded.

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

Mayor Smith recognized Commissioner Slade.

#### PUBLIC SAFETY REPORT

Commissioner Slade made a motion to offer employment to Kris Caswell as a part-time certified firefighter after 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.

HIRE KRIS CASWELL AS  
PT CERT FIREFIGHTER

Commissioner Slade made a motion to offer employment to Darrin Hawkins as a part-time certified firefighter after 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.

HIRE DARRIN HAWKINS  
AS PT CERT  
FIREFIGHTER

Commissioner Slade made a motion to offer employment to Noah Mitchell as a part-time firefighter after 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.

HIRE NOAH MITCHELL AS  
PT FIREFIGHTER

Commissioner Slade made a motion to offer employment to Cathy Chasteen as a part-time firefighter after 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.

HIRE CATHY CHASTEEN  
AS PT FIREFIGHTER

Commissioner Slade made a motion to offer employment to Billy Shaun Rains as a full-time certified police officer after 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.

HIRE SHAUN RAINS AS  
FT CERT POLICE  
OFFICER

Commissioner Slade made a motion to offer employment to Michael Rose as a full-time Telecommunicator after 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.

HIRE MICHAEL ROSE AS  
FT TELECOMMUNICATOR

Commissioner Slade made a motion to change the status of Dorteia Perry from part-time Telecommunicator II to Full Time Telecommunicator III. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes;

CHANGE STATUS OF D  
PERRY FROM PT TELE II  
TO FT TELE III

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

Commissioner Slade made a motion to authorize to advertise for full-time police officer certified preferred but not required. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

AUTHORIZE TO  
ADVERTISE FOR FT  
POLICE OFFICER

Mayor Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE  
REPORT

Commissioner Griggs reported that leaf pick continues . We have had some issues with equipment. If you would like to bag your leaves the City will be picking them up daily just call the City Clerks Office at 859-234-7150 and give them your address.

Commissioner Griggs made a motion to hire Nathan Fields as a full-time Public Works/Public Utilities Director upon successful completion of 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 NATHAN FIELDS  
AS FT PUBLIC  
WORKS/PUBLIC  
UTILITIES DIRECTOR

Mayor Smith recognized Commissioner Judy.

PUBLIC UTILITIES  
REPORT

Commissioner Judy made a motion to offer rescind the offer of employment to an individual as a full-time WWTP Operator Trainee for failure to satisfy all pre-employment requirements. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

RESCIND OFFER OF  
EMPLOYMENT TO AN  
INDIVIDUAL AS FT  
WWTP OPER TRAINEE

Commissioner Judy made a motion to authorize to advertise for a full-time WWTP Operator trainee. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

ADVERTISE FOR WWTP  
OPERATOR TRAINEE

Commissioner Judy announced that the City has been approved for financing for the East Side pressure Project at a very low interest rate of .05 percent. The loan is contingent upon raising water rates to offset the payments.

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

ADJOURN

---

Leslie Mullett, Deputy City Clerk

James Smith, Mayor

11/20/2018