

August 15, 2017
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session August 15, 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 Mattmiller, Slade, Griggs and Judy and Attorney Lair.

Mayor Smith called the meeting to order.

CALL TO ORDER

Mike Bowen with the Covenant Presbyterian Church presented the invocation.

MIKE BOWEN -
INVOCATION

Mayor Smith announced that the visitor for the evening, Garnett Furnish with the Cynthiana-Harrison County EDA is absent.

VISITORS

Commissioner Slade made a motion to accept the minutes of the July 18, 2017 Regular Commission meeting. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

APPROVE 07/18/2017
REGULAR MEETING
MINUTES

LEGALS

Attorney Lair read the first reading of Ordinance #1569 concerning a sewer rating increase. Mayor Smith made a motion to accept the first reading of Ordinance #1569. Commissioner Mattmiller seconded. Discussion. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

1st READING ORD
#1569 – SEWER RATE
INCREASE

Attorney Lair read the first reading of Ordinance #1570 changing West Kehoe Alley to one-way from Louis Stout to North Locust Street. Commissioner Griggs made a motion to accept the first reading of Ordinance #1570. Commissioner Slade seconded. Vote: Commissioner Griggs: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

1st READING ORD
#1570 – KEHOE ALLEY
ONE WAY

Commissioner Slade made a motion to authorize Mayor Smith to enter into a trust participation agreement with the Kentucky League of Cities for both the general liabilities policy and the workers compensation insurance policy. Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

AUTHORIZE THE
MAYOR TO ENTER
TRUST PARTICIPATION
AGREEMENT WITH KLC
INSURANCES

MAYOR'S REPORT

Mayor Smith read aloud Resolution 2017-6, a resolution urging our state legislature to separate the County Employees Retirement System from the Kentucky State Retirement System. Mayor Smith made a motion to accept Resolution 2017-6. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

RESOLUTION 2017-6
SUPPORTING
SEPARATION OF CERS
FROM KRS

Mayor Smith reported that there was a ground breaking ceremony for the Westside Redevelopment Project last week. Since then foundations have been poured, blocks laid, service lines are being put

WESTSIDE
REDEVELOPMENT
PROJECT

in and colors have been picked for exterior siding and shutters. We have several people trying to be approved for financing.

Mayor Smith made a motion to reappoint Kelly Kendall to the Housing Authority Board. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes. Motion carried.

KELLY KENDALL
REAPPOINTED TO
HOUSING AUTH BOARD

Mayor Smith reminded everyone to download the Cynthiana App.

Mayor Smith presented a proposal from Retail Academy, a company specializing in economic studies concerning retail and restaurants. They perform a demographic study of what people are shopping for in the community and what they are leaving the community to buy. The total cost of this package is \$10,000. Mayor Smith has asked the County Judge Executive to split the cost of this study. Mayor Smith made a motion to contribute \$5,000 to the cost of this study if the County will contribute the other half. Commissioner Slade seconded. Discussion. Vote: Mayor Smith: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

RETAIL ACADEMY
PROPOSAL - \$5,000

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 \$ 781,300.20

Water & Sewer Fund \$ 360,822.88

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

Commissioner Mattmiller reported cash in bank:

CASH IN BANK

General Fund \$ 477,727.87

Water & Sewer Fund \$ 137,742.68

Municipal Road Aid Fund \$ 140,711.20

Commissioner Mattmiller reported that he will be doing a review of our tax and licensing structure in order to reduce taxes and streamline the revenue system.

REVIEW OF TAX
STRUCTURE

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY
REPORT

Commissioner Slade made a motion to authorize the City Clerk to prepare an Ordinance to be reviewed by Attorney Lair amending the Policies and Procedures to change the position description of the Fire Chief to include "supervises all Fire Department employees and E-911 Center." Commissioner Mattmiller seconded. Vote: Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.

AUTH CITY CLERK TO
PREPARE ORD TO
AMEND POLICIES AND
PROCEDURES – FIRE
CHIEF

Commissioner Slade made a motion to change Fire Chief James Sanders to Acting Supervisor of Fire Department employees and E-911 Center employees, effective immediately, salary commensurate with position. Commissioner Griggs seconded. Vote: Commissioner

CHANGE FIRE CHIEF
TO ACTING
SUPERVISOR OF FIRE
DEPT AND E-911

Slade: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Judy: yes; Mayor Smith: yes. Motion carried.	CENTER
Commissioner Slade requested an executive session at the end of this meeting to discuss a personnel issue.	EXECUTIVE SESSION REQUEST
Mayor Smith recognized Commissioner Griggs.	PUBLIC MAINTENANCE REPORT
Commission Griggs reported that the water lines on Elmarch and Springdale are complete and all services have been connected to the new line. Springdale and Elmarch pavement has been patched. The surface is rough but will serve until next year when we pave the entire street. Crews are cleaning the streets and continue to pick up trash and mow in preparation for the Rod Run. Sewer and water service lines for the three houses to be constructed on Mill Street will be completed by the end of the week. Two new trucks are in service, one F150 pickup and one F350 utility truck is with the distribution crew.	
Commissioner Mattmiller inquired about the road that runs along the Burley Coop. It's in the budget to be graveled this year, paved next year.	
Mayor Smith recognized Commissioner Judy.	PUBLIC UTILITIES REPORT
Commissioner Judy made a motion to authorize to advertise for bids for tube settlers at the Water Treatment Plant. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.	ADVERTISE FOR BIDS – TUBE SETTLERS
Commissioner Judy made a motion to accept the retirement of Kenneth McCarter after 27 years of employment, effective August 31, 2017. Commissioner Griggs seconded. Vote: Commissioner Judy: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.	ACCEPT RETIREMENT OF KENNETH MCCARTER
Commissioner Judy made a motion to advertise internally for a Wastewater Treatment Plant Supervisor. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.	ADVERTISE INTERNALLY – WWTP SUPERVISOR
Upon successfully completing the Wastewater Treatment Class I Certification and passing the exam, Commissioner Judy made a motion to change the status of Vanessa Duff and Elijah Sublett from Wastewater Treatment Plant Operator Trainees to Wastewater Treatment Plant Operator I. Commissioner Slade seconded. Vote: Commissioner Judy: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.	CHANGE STATUS OF V DUFF & E SUBLETT TO WWTP OPERATOR I
Commissioner Judy made a motion to authorize the City Clerk to prepare an ordinance to amend the Policies and Procedures to add the position of Wastewater Treatment Plant Assistant Supervisor. Commissioner Mattmiller seconded. Vote: Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.	AUTHORIZE CITY CLERK TO PREPARE ORD TO AMEND P&P TO ADD WWTP ASST SUPERVISOR

Mayor Smith made a motion to enter into an executive session pursuant to KRS 61.810(d), concerning the personnel issue of a specific individual. Commissioner Slade seconded. Vote: Mayor Smith: yes; Commissioner Slade: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

EXECUTIVE SESSION

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

RETURN TO REGULAR SESSION

Mayor Smith reported that no action will be taken at this time.

NO ACTION TAKEN

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

ADJOURN

Samantha Wright, Deputy Clerk

James Smith, Mayor

8/15/2017