

March 1, 2016
Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session March 1, 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

Patrick Whyte with Cynthiana Baptist Church presented the invocation.

PATRICK WHYTE
INVOCATION

Mayor Smith recognized Andrew DeMoss with Ray, Foley, Hensley and Company.

VISITORS

Andy Demoss with Ray, Foley, Hensley and Company is present to present the audit for FYE 2015. DeMoss went over the highlights of the audit and comparisons to FYE 2014. Mr. DeMoss reported that this is the first year that cities have to report net pension liability or net pension assets from the Kentucky Retirement System. He informed the Commission that the statements are managements, not the auditors, there are no findings, and it is a clean audit and no large materials to correct. There were a few minor reporting adjustments but that was all. He told the Commission they could call him if they have any questions.

AUDIT PRESENTATION

Mayor Smith recognized Stephanie Burden.

Stephanie Burden would like to ask the City to take the lead in the Cash-for-Cans project. Main Street would like to purchase 12 trash cans like the green ones on Main Street. The cost per can is \$610.00. If someone sponsors cans, a sponsorship plate will be on the cans acknowledging who donated the cans. Ms. Burden asked if the City would be willing to purchase (2) cans.

STEPHANIE BURDEN
MAIN STREET
PROGRAM

Mayor Smith reported that he had checked with the City Clerk to see if there are funds in the Main Street Program budget to pay for a couple of cans. There are funds available.

Commissioner Grayson questioned who would empty the cans. Ms. Burden stated that city workers are emptying the cans that are in place now and she is hoping they will continue.

Commissioner Mattmiller made a motion for the City to approve to purchase (2) trash cans for the Main Street Program. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO PURCHASE
(2) TRASH CANS FOR
MAIN ST PROGRAM

Mayor Smith reported that there are minutes to approve.

Commissioner Mattmiller made a motion to accept the minutes of the February 16, 2016 Regular Commission meeting. Commissioner Grayson seconded. Vote: Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Slade: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

APPROVE 2/16/2016
MEETING MINUTES

Mayor Smith stated that the City tabled an issue on Grand Haven wanting to deed an easement area to the City until we had more information. Has anyone had a chance to check into the property in question? Commissioner Mattmiller has been to check on it and determined it would just be a liability for the City.

EASEMENT FROM
BROWN ENTERPRISES

Commissioner Mattmiller made a motion to not accept the easement from Brown Enterprises. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

EASEMENT NOT
ACCEPTED

Mayor Smith recognized Commissioner Grayson.

FINANCE REPORT

Commissioner Grayson made a motion to pay the following bills:

PAYABLES REPORT

General Fund	\$ 17,956.48
Water & Sewer Fund	\$ 51,183.66

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

MOTION TO PAY BILLS

Commissioner Grayson reported cash in bank:

General Fund	\$ 868,984.11
Water & Sewer Fund	\$ 126,022.67
Municipal Road Aid Fund	\$ 85,851.86

Commissioner Grayson reported that he and Gary Royalty had visited downtown Augusta to look at a restroom facilities in the downtown area. The City of Augusta uses this for downtown events. Commissioner Grayson wanted to see if we could look at putting one in the downtown area for events such as the Rod Run. Commissioner Grayson wants to get more information and see if it is feasible.

DOWNTOWN
RESTROOM FACILITY
FEASIBILITY

Commissioner Grayson also wanted to note that as property inspections and code enforcement issues have been discussed lately he would like for the Commission to also take note of all the improvements that property owners are making and commend them.

Mayor Smith recognized Commissioner Slade.

PUBLIC SAFETY
REPORT

Commissioner Slade made a motion to offer employment to an individual as a part-time telecommunicator upon successful completion of all pre-employment requirements. Commissioner Grayson seconded. Vote: Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO HIRE PT
TELECOMMUNICATOR

Commissioner Slade made a motion to offer employment to an individual as a part-time telecommunicator upon successful completion of all pre-employment requirements. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

MOTION TO HIRE PT
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<p>Commissioner Slade made a motion to offer employment to an individual as a part-time telecommunicator upon successful completion of all pre-employment requirements. Commissioner Grayson seconded. Vote: Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>MOTION TO HIRE PT TELECOMMUNICATOR</p>
<p>Commissioner Slade made a motion to offer employment to an individual as a part-time telecommunicator upon successful completion of all pre-employment requirements. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.</p>	<p>MOTION TO HIRE PT TELECOMMUNICATOR</p>
<p>Commissioner Slade recognized Blake Bishop who graduated from Department of Criminal Justice Training Telecommunicator Academy on January 19, 2016. Blake graduated with a very high grade point average and an outstanding portfolio award. Congratulations to Blake, he is an asset to our center. Wilbur Gross will be starting the academy on March 6, 2016.</p>	<p>BLAKE BISHOP GRADUATING ACADEMY</p>
<p>Commissioner Slade recognized Sergeant Michael Kiskaden who received the Governors Impaired Driving Award.</p>	<p>RECOGNIZE SGT KISKADEN</p>
<p>Commissioner Slade would also like an executive session at the end of the meeting.</p>	
<p>Mayor Smith recognized Commissioner Griggs.</p>	<p>MAINTENANCE DEPT REPORT</p>
<p>Commissioner Griggs reported that the two-hour parking signs are in place on Main Street. Commissioner Griggs thanked Gary Royalty for taking care of this in such a timely manner.</p>	<p>2 HR PARKING SIGNS ON MAIN IN PLACE</p>
<p>Commissioner Griggs announced that according to Tom Ralston with Hinkle Contracting the Key Market parking lot should be graded and paved by mid May. The asphalt plant is scheduled to open in mid April. We do not currently have the schedule for the City's street paving but will be working on that.</p>	<p>KEY MARKET PARKING LOT PAVEMENT</p>
<p>Commissioner Griggs reported that the Maintenance Department has been doing some housekeeping on the Maintenance facility and equipment. The new Skid Steer is in and is nice. Commissioner Griggs thanked the Commission for voting to get this piece of equipment. Commissioner Griggs announced that the new 8-inch water line installation between Oxley and Confederate is scheduled to begin next week.</p>	<p>HOUSEKEEPING/WATER LINE EXTENSION IN SONLEY HEIGHTS TO BEGIN</p>
<p>Mayor Smith recognized Commissioner Mattmiller.</p>	<p>PUBLIC UTILITIES REPORT</p>
<p>Commissioner Mattmiller reported that Civil War reenactment will go through a walk thru on April 12, 2016. Then on April 28, 2016 they will do a practice run.</p>	<p>RECREATION DEPT REPORT</p>
<p>The Recreation Department has received a grant from the Harrison County Community Fund in the amount of \$1000 to install a Swing-Sway bench at Flat Run Veterans Park.</p>	<p>GRANT FROM HC COMMUNITY FUND FOR SWING SWAY BENCH AT FRVP</p>

<p>Commissioner Mattmiller announced that the Recreation Department has someone that has volunteered to design and lay out a Disc Freesbie Golf Course. The Recreation Department is going to proceed with this. Commissioner Mattmiller reported that there is a good possibility that the pond at the FRVP is going to be able to be repaired and that is good news.</p>	<p>DISC FREESBIE GOLF COURSE</p>
<p>Commissioner Mattmiller reported that the meeting that was held on abandoned property with the Code Enforcement Board from Frankfort was very beneficial. The first thing that we need to do is to consolidate our numerous ordinances into one instrument. Commissioner Griggs has agreed to take the leadership role to get this accomplished. Bonnie Skinner with Planning and Zoning is also going to be involved.</p>	<p>ABANDONED PROPERTY SUMMIT REPORT</p>
<p>Commissioner Mattmiller made a motion to adopt the WWTP corrective action plan. Commissioner Grayson seconded. Vote: Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.</p>	<p>MOTION TO ADOPT CORRECTIVE ACTION PLAN</p>
<p>Commissioner Mattmiller made a motion to authorize the purchase of a peracetic acid pump for the corrective action plan at the WWTP. This is an emergency purchase that is not a budgeted item. Commissioner Grayson seconded. Vote: Commissioner Mattmiller: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Slade: yes; Mayor Smith: yes. Motion carried.</p>	<p>MOTION TO PURCHASE PERACETIC ACID PUMP</p>
<p>Commissioner Mattmiller made a motion to award the Industrial Electrician service contract to John Kinder Electric in the amount of \$55.00 per hour. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>AWARD ELECTRICIAN BID TO JOHN KINDER</p>
<p>Commissioner Mattmiller made a motion to rescind the motion to authorize to advertise for bids for the 6x9 chemical building. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>RESCIND MOTION TO ADVERTISE FOR BIDS 6X9 CHEMICAL BLD</p>
<p>Commissioner Mattmiller made a motion to include the 6x9 chemical building in the Harrison County surplus auction. Commissioner Slade seconded.</p>	<p>MOTION TO INCLUDE 6X9 BUILDING IN SURPLUS AUCTION DISCUSSION</p>
<p>Discussion: Commissioner Griggs asked if that building could be used to house Mr. Houston's lawnmower. Chief Sanders and Gary Royalty stated that it had been determined that the mower would not fit in the building.</p>	
<p>Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	
<p>Mayor Smith stated that everything on his agenda has been covered except for executive session.</p>	<p>MAYOR'S REPORT</p>
<p>Commissioner Mattmiller made a motion to authorize the Mayor to sign a contract with the Harrison County Sanitation District to provide sewer services. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>AUTHORIZE MAYOR TO SIGN CONTRACT HC SEWER DISTRICT</p>

<p>Mayor Smith reported that he would like to start on the budget process earlier than in the past. Mayor Smith presented a schedule for the Commission and is asking for input.</p>	<p>BUDGET PROCESS SCHEDULE</p>
<p>Mayor Smith announced that the Westside Redevelopment Project is moving forward. They are now ready to qualify people for homes. There are 7 lots that are available to build homes for qualified applicants. The City has funding available to help with down payments and closing costs. The amount available per qualified applicant is approximately \$27,000 to \$30,000 each.</p>	<p>WESTSIDE REDEVOLPMENT PROJECT</p>
<p>There is a Strategic Planning Committee meeting scheduled for Tuesday, March 22, 2016 at 5 p.m.</p>	<p>STRATEGIC PLANNING COMMITTEE MEETING</p>
<p>Mayor Smith reported that the abandoned property letters have went out and some appeals have already been received. The deadline to appeal the higher tax rate is April 1st.</p>	<p>ABANDONED PROPERTY TAX RATE APPEAL</p>
<p>Mayor Smith stated that he wants input on what we would like to do with properties that have taxes that have not been paid for several years.</p>	
<p>Attorney Lair advised that the ordinance needs to be updated so the City can recover expenses such as court costs, attorney fees, etc. when collecting delinquent property taxes. Attorney Lair will work on an ordinance if it pleases the Commission.</p>	
<p>Mayor Smith made a motion to go into executive session to discuss acquisition of real property pursuant to KRS 61.810(1)b & employee discipline pursuant to KRS 61.810(1)f. Commissioner Grayson seconded. Vote: Mayor Smith: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Commissioner Mattmiller: yes; Commissioner Slade: yes. Motion carried.</p>	<p>EXECUTIVE SESSION</p>
<p>Commissioner Mattmiller made a motion to return to regular session. Commissioner Slade seconded. Vote: Commissioner Mattmiller: yes; Commissioner Slade: yes; Commissioner Grayson: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.</p>	<p>RETURN TO REGULAR SESSION</p>
<p>Commissioner Slade reported that Commissioner Grayson is going to look into the issue with an individual employee in the Safety Dept.</p>	
<p>Mayor Smith reported that after discussion in executive session on acquisition of real property the Commission will move forward with an appraisal as discussed at last meeting.</p>	
<p>Commissioner Slade made a motion to adjourn. Commissioner Griggs seconded. Vote: Commissioner Slade: yes; Commissioner Griggs: yes; Commissioner Grayson: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.</p>	<p>ADJOURN</p>

Jamie Hutchison, City Clerk

James Smith, Mayor

