

January 16, 2018  
Regular Commission Meeting

The City of Cynthiana Board of Commissioners met in regular session January 16, 2018 at 5:30 P.M. in the Commissioners Room at City Hall located in Cynthiana, Kentucky. Present were Mayor Smith, Commissioners Mattmiller, Griggs and Judy and Attorney Lair. Commissioner Slade was absent.

Mayor Smith called the meeting to order.

CALL TO ORDER

Mayor Smith presented the invocation.

MAYOR SMITH-  
INVOCATION

Mayor Smith announced that tonight we are honoring Darrin Hawkins who retired December 31, 2017 with over 27 years service. Mayor Smith read a proclamation declaring January 16, 2018 as Darrin Hawkins Day in the City of Cynthiana. Several family and friends were in attendance for Darrin's reception as well as many of Darrin's co-workers. Chief Sanders presented Darrin with his helmet.

DARRIN HAWKINS-  
RETIREMENT  
RECEPTION

Mayor Smith recognized Stephanie Burden with the Main Street Program. Stephanie presented the yearly report for 2017. A copy of the report is included and made a part of these minutes.

STEPHANIE BURDEN-  
MAIN ST PROGRAM  
YEARLY REPORT

Mayor Smith reported that there are minutes to approve.

Commissioner Griggs made a motion to approve the minutes of the December 19, 2017 meeting. Commissioner Judy seconded. Vote: Commissioner Griggs: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Mayor Smith: yes. Motion carried.

APPROVE 12/16/2017  
MINUTES

MAYOR'S REPORT

Mayor Smith made a motion to authorize to advertise for realtor services for the (3) houses built on West Mill Street in the Westside Redevelopment Project Area. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO  
AUTHORIZE FOR  
REALTOR SERVICES  
WSRP

Mayor Smith made a motion to declare 201 West Mill Street as surplus and authorize to advertise for sealed bids. Mayor Smith reported that this property was included in the Westside Redevelopment Project and we have approval to sell it. It is an unbuildable lot due to size. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO DECLARE  
201 W MILL STREET  
SURPLUS & ADVERTISE  
FOR SEALED BIDS

Mayor Smith made a motion to declare (2) tables, Desk, Security Bars, and approximately 100 (one hundred) safety deposit boxes surplus and authorize to advertise for sealed bids or include them in a surplus action if the Fiscal Court is planning one soon. These are items at the new City Hall that aren't needed. Mayor Smith advised that if any of the departments needed any of these items they could use them. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO DECLARE  
ITEMS AT THE NEW  
CITY HALL SURPLUS &  
ADVERTISE FOR  
SEALED BIDS

Attorney Lair stated that he has a couple things that need to be discussed in executive session and we will do that after other business.

LEGALS

Mayor Smith recognized Commissioner Mattmiller.

FINANCE REPORT

Commissioner Mattmiller asked that when we move to the new City Hall Building will we still have the meetings here in the Commissioners Room. Mayor Smith noted that he has been in contact with the School System to see if we could move the location to the School Board Meeting room. Mayor Smith is going to check into this so that we could be handicap accessible. Commissioner Judy stated that was a great idea we need to be accessible.

PAYABLES REPORT  
POSSIBILITY OF  
MOVING  
COMMISSIONER  
MEETING

Commissioner Mattmiller made a motion to pay the following bills:

MOTION TO PAY BILLS

General Fund \$ 393,299.57

Water & Sewer Fund \$ 171,429.07

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

Commissioner Mattmiller reported cash in bank:

CASH IN BANK

General Fund \$ 309,599.08

Water & Sewer Fund \$ 195,295.15

Municipal Road Aid Fund \$ 68,163.32

Commissioner Mattmiller reported that the City now uses(3) debit cards. Approval is required to use the cards for purchase and a Purchase order is required. Journal entries are made for each purchase. This requires quite a bit of paperwork. It would be much more efficient and have better documentation (including monthly statements-no interest if paid in full monthly) We currently have credit cards with Wal-Mart, Lowes, Tractor Supply. We would like to only keep the one debit card for the Water Treatment Plant postage. This is used to mail monthly and weekly reports to the Division of Water.

Commissioner Mattmiller made a motion to authorize City Clerk to apply for a credit card with a credit limit not to exceed \$10,000, to be paid in full monthly, with no credit card fees. All procurement procedures to be followed. Commissioner Judy seconded. Commissioner Griggs stated she wanted to be sure that someone would control who made purchases with the card. Commissioner Mattmiller the card will be kept at the City Clerk's office and the clerk will control who makes purchases. Vote: Commissioner Mattmiller: yes; Commissioner Judy: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

Mayor Smith is doing the Public Safety report for Commissioner Slade in his absence.

PUBLIC SAFETY  
REPORT

Mayor Smith made a motion that after successful completion of all pre-employment requirements to hire Derrick Knipper as a part-time certified firefighter salary commensurate with position. Commissioner Mattmiller seconded. Vote: Mayor Smith: yes;

HIRE DERRICK  
KNIPPER AS CERTIFIED  
PART-TIME  
FIREFIGHTER

Commissioner Mattmiller: yes; Commissioner Griggs: yes;  
Commissioner Judy: yes. Motion carried.

Mayor Smith made a motion to authorize to advertise for full-time non-certified or certified fire fighter. Vote: Mayor Smith: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Commissioner Judy: yes. Motion carried.

MOTION TO  
ADVERTISE FOR FULL-  
TIME FIREFIGHTER

Mayor Smith announced that the employees in the E-911 Center have won Public Safety Employee of the Year with the Chamber of Commerce. They have won this as a group and will be honored at the annual Chamber Awards Banquet on January 30, 2018. Congratulations to the employees of the E-911 Center.

E-911 CENTER  
CHAMBER OF  
COMMERCE SAFETY  
AWARD 2017

Mayor Smith reported that since our last meeting there was a major fire in downtown Cynthiana. Thanks to the Cynthiana Fire Department, Harrison County Fire Department, and Paris Fire Department, nobody was hurt and the fire did not spread to other buildings. Great job and we are very thankful. We also want to thank members of other departments that assisted as well, the Water Department, Public Works Department, Police Department and E-911 Center. This has been a city wide effort, thanks to everyone. There has been a cause and determination and the building had to be manned 24 hours a day during the investigation. Mayor Smith recognized Commissioner Judy.

PAULA'S RESTAURANT  
FIRE-

Commissioner Judy reported fortunately we have experienced very few problems at either the Water Treatment Plant or Waste Water Treatment Plant during the recent cold weather. Minor situations of chemical feed lines freezing have been dealt with quickly without any service being disrupted.

PUBLIC UTILITIES  
REPORT

Work continues on installation of radio-read devices and 1400 meters have been completed. Our goal is to have 2000 radio-read devices installed by June 30.

Mayor Smith recognized Commissioner Griggs.

PUBLIC MAINTENANCE  
REPORT  
SNOW REMOVAL

Commissioner Griggs reported All (3) F-450's have salt spreaders and snowplows installed and are currently being utilized by City personnel. We want to thank the Water Distribution and WWTP personnel who have assisted with the snow removal process and express appreciation to citizens for their patience and understanding. Commissioner Griggs asked that during the times that the roads are slick please stay home if you don't have to be out.

Commissioner Griggs reported that's Snow removal continues with crews working around the clock. For now we have plenty of salt on hand. Hopefully, by the end of the week temperatures will rise and conditions will improve. We have experienced one six inch water main break during the extreme cold temperatures. Numerous water meters and service lines have frozen. Commissioner Griggs wants to thank the crew for all their hard work.

Commissioner Griggs wanted to thank Chief Jay Sanders, she saw him on the news and stated that he shined a good light on our city; he was professional, interviewed very well. Commissioner Griggs stated everyone did a phenomenal job under the circumstances.

Mayor Smith advised that we need to go into executive session to discuss some issues, however Attorney Lair has advised that there is a Supreme Court ruling that has caused some changes about what can be discussed in closed session.

EXECUTIVE SESSION

Mayor Smith recognized Attorney Lair.

Attorney Lair advised that a ruling from September 2017 that changes what you can and cannot discuss in closed session regarding property acquisition. One of the matters that Attorney Lair wants to address tonight is the Asbury property on South Main Street. This is a property that the city voted to foreclose for tax liens and demolition liens. We have completed this process and received judgment and the property will be sold by special commissioner on January 30, 2018 at 10 a.m.

Mayor Smith reminded the commission that this is the property that Main Street wanted to use to make a pocket park. Mayor Smith asked Stephanie Burden, Main Street Director, if it is still her intention to use this property for that purpose. Stephanie stated yes, definitely. She has some pictures of a park in Pikeville that she believes will go perfectly in that space.

Mayor Smith made a motion to bid at the auction of the Asbury property on South Main Street. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes. Motion carried.

AUCTION ON ASBURY  
PROPERTY ON SOUTH  
MAIN

Mayor Smith made a motion to go into executive session to discuss the amount to bid on the Asbury property and pending litigation per KRS 61.810(1) b and KRS 61.810(1) c. Commissioner Judy seconded. Vote: Mayor Smith: yes; Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes. Motion carried.

EXECUTIVE SESSION

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

RETURN TO REGULAR  
SESSION

Mayor Smith reported that in executive session regarding pending litigation there was no action taken.

Commissioner Judy made a motion to authorize Mayor Smith and/or Commissioner Mattmiller to bid up to the amount discussed in executive session at the public auction on the Asbury property on South Main Street. Commissioner Mattmiller seconded. Vote: Commissioner Judy: yes; Commissioner Mattmiller: yes; Commissioner Griggs: yes; Mayor Smith: yes. Motion carried.

MOTION TO BID ON  
ASBURY PROPERTY

Being no further business.

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

ADJOURN

