

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

February 7, 2023

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session February 7, 2023 at 5:30 PM in the Harrison County Board of Education Board Room located at 308 Webster Avenue, Cynthiana, Kentucky. Present were Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner.

Mayor Smith called the meeting to order.

2. Invocation

Mayor Smith presented the invocation.

3. Approve of Minutes

**A. 1/3/2023
1/17/2023**

Commissioner of Public Works/Utilities Conner made a motion to Approve 1/3/2023 1/17/2023 minutes. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

4. Legals

A. Executive Session to discuss pending litigation under KRS 61.810(1)(c)

Mayor Smith made a motion to Enter Executive Session Executive Session to discuss pending litigation under KRS 61.810(1)(c) and acquisition of property per KRS 61.810(1)(b). Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

Mayor Smith made a motion to return to regular session Commissioner of Public

Works/Utilities Conner seconded.

Vote:

Yes: Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner

No: None

- B. Second Reading Ordinance #1635 changing Maple Street to Walker Street
Mayor Smith made a motion to Enter Executive Session Second Reading Ordinance #1635 changing Maple Street to Walker Street. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

- C. First reading of Ordinance #1636 updating grades in WTP and WWTP
Commissioner of Public Works/Utilities Conner made a motion to Approve First reading of Ordinance #1636 updating grades in WTP and WWTP. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

- D. First Reading Ordinance #1637 expanding Parks & Recreation Board
Commissioner of Fire Safety and Emergency Services Dailey made a motion to Approve First Reading Ordinance #1637 expanding Parks & Recreation Board. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

5. Mayors Report

- A. Granting permission to Sons of American Revolution to place marker at grave in Old City Cemetery.

Mayor Smith made a motion to Approve Granting permission to Sons of American Revolution to place marker at grave in Old City Cemetery.. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

- B. Fishing pier construction at Licking River near River Road ballpark.
 Mayor Smith made a motion to Approve Fishing pier construction at Licking River near River Road ballpark and to contribute up to \$4000.00.. Commissioner of Public Property and Finance Mattmiller seconded.
 Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

- C. Authorize mayor to sign standard agreement for professional services with Kentucky Engineering Group, PLLC through June 30, 2023
 Mayor Smith made a motion to Approve Authorize mayor to sign standard agreement for professional services with Kentucky Engineering Group, PLLC through June 30, 2023. Commissioner of Public Works/Utilities Conner seconded.
 Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

6. Commissioner's Report

- A. Commissioner of Public Property and Finance

1. Finance Report

Payables:
 General Fund.....\$456,676.76
 Water Fund.....\$197,684.76

Cash in Bank:
 General Fund....\$735,017.66
 Water Fund.....\$313,584.11
 MRA.....\$ 44,235.16

Commissioner of Public Property and Finance Mattmiller made a motion to Approve
 Payables:
 General Fund.....\$456,676.76
 Water Fund.....\$197,684.76

Cash in Bank:
 General Fund....\$735,017.66

Water Fund.....\$313,584.11

MRA.....\$ 44,235.16. Commissioner of Police Services Judy seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

2. Authorize Mayor Smith to sign contract with Arista to print and mail utility bills beginning April 2023. This is an upgrade with the new billing software conversion.

Commissioner of Public Property and Finance Mattmiller made a motion to Authorize Mayor Smith to sign contract with Arista to print and mail utility bills beginning April 2023. This is an upgrade with the new billing software conversion.. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

B. Commissioner of Police Services

1. Department Report

2. Motion to reopen Police Chief hiring process

Commissioner of Police Services Judy made a motion to reopen Police Chief hiring process. Commissioner of Public Property and Finance Mattmiller seconded. Discussion.

3. Motion to table reopening of Police Chief.

Commissioner of Fire Safety and Emergency Services Dailey made a motion table reopening of Police Chief.. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	Commissioner of Police Services Judy

4. Motion to go into executive session to discuss employment of an individual per KRS 61.810(1)(f)

Mayor Smith made a motion to Enter Executive Session Motion to go into executive session to discuss employment of an individual per KRS 61.810(1)(f). Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
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No:	None
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5. Return to regular session

Mayor Smith made a motion to Return to regular session. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

No action taken.

6. Remove from the table the motion to reopen police chief

Commissioner of Police Services Judy made a motion to Remove from the table the motion to reopen police chief hiring process. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

7. Motion to reopen the police chief hiring process until filled.

Commissioner of Police Services Judy made a motion to reopen the police chief hiring process until filled.. Commissioner of Public Property and Finance Mattmiller seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

8. motion to hire Mark Branham as a full-time retired reemployed police officer after successful completion of all pre-employment requirements. Salary commensurate with position.

Commissioner of Police Services Judy made a motion to Approve motion to hire Mark Branham as a full-time retired reemployed police officer after successful completion of all pre-employment requirements. Salary commensurate with position.. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

C. Accept resignation of Josh Puckett effective 1/31/2023

Commissioner of Police Services Judy made a motion to Approve Accept resignation of Josh Puckett effective 1/31/2023. Commissioner of Public Works/Utilities Conner

seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

D. Commissioner of Fire Safety and Emergency Services

1. Department Report

2. Offer employment to an individual as a full-time non-certified telecommunicator after successful completion of all pre-employment requirements.

Commissioner of Fire Safety and Emergency Services Dailey made a motion to offer employment to an individual as a full-time non-certified telecommunicator after successful completion of all pre-employment requirements. . Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

3. Authorize to advertise for Request for Qualifications for an Architect for addition and remodel at Fire Station I

Commissioner of Fire Safety and Emergency Services Dailey made a motion to advertise for Request for Qualifications for an Architect for addition and remodel at Fire Station I. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

4. Motion to authorize to advertise for E911 Operations Manager

Commissioner of Fire Safety and Emergency Services Dailey made a motion to authorize to advertise for E911 Operations Manager. Commissioner of Public Works/Utilities Conner seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

E. Commissioner of Public Utilities/Public Works

1. Department Report

2. motion to temporarily assign Matthew Baker as Equipment Operator salary commensurate with position

Commissioner of Public Works/Utilities Conner made a motion to temporarily assign Matthew Baker as Equipment Operator salary commensurate with position. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None

3. Report on infrastructure projects

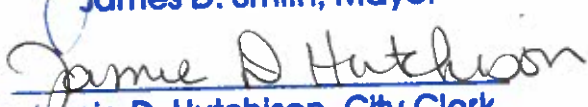
4. Report on Main Licking pump at Devils Backbone

7. Adjourn

Commissioner of Public Works/Utilities Conner made a motion to Adjourn. Commissioner of Fire Safety and Emergency Services Dailey seconded.

Vote:

Yes:	Mayor Smith, Commissioner of Public Property and Finance Mattmiller, Commissioner of Police Services Judy, Commissioner of Fire Safety and Emergency Services Dailey, Commissioner of Public Works/Utilities Conner
No:	None


James D. Smith, Mayor

Jamie D. Hutchison, City Clerk

2-7-2023