

CITY OF CYNTHIANA BOARD OF COMMISSIONERS

MINUTES

November 4, 2025

5:30 PM

1. Call to Order

The City of Cynthiana Board of Commissioners met in regular session November 4, 2025 at 5:30 PM in the Harrison County Board of Education Board Room located at 308 Webster Avenue, Cynthiana, Kentucky. Present were Mayor Dailey, Commissioner of Public Property and Finance Mattmiller, Commissioner of Public Works/Utilities Conner, Commissioner of Police Services Peoples, Commissioner of Fire Safety and Emergency Services Slade.

Mayor Dailey called the meeting to order.

2. Invocation

Mayor Dailey presented the invocation.

3. Approve of Minutes

A. Approve October 21, 2025 Regular Meeting Minutes

Commissioner of Public Works/Utilities Conner made a motion to Approve Approve October 21, 2025 Regular Meeting Minutes. Commissioner of Police Services Peoples seconded.

Vote:

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

4. Legals

A. Second reading of Ordinance #1681 - Amending established positions

Commissioner of Public Works/Utilities Conner made a motion to Approve Second reading of Ordinance #1681 - Amending established positions. Commissioner of Police Services Peoples seconded.

Vote:

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

B. Municipal Order 2025-3 - Amending established positions

Commissioner of Public Works/Utilities Conner made a motion to Approve Municipal Order 2025-3 - Amending established positions. Commissioner of Fire Safety and

Emergency Services Slade seconded.

Vote:

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

5. Mayors Report

Mayor Dailey reported on several items: KPDI Meeting, Enterprise Fleet Meeting, STH Opening, Swore in, Ribbon cutting new business, 3M Safety day, Youth day

- A. Authorize to advertise for sealed bid proposals for the purchase, renovation, and redevelopment of 139 East Pike Street

Mayor Dailey made a motion to Approve Authorize to advertise for sealed bid proposals for the purchase, renovation, and redevelopment of 139 East Pike Street. Commissioner of Fire Safety and Emergency Services Slade seconded.

Vote:

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

6. Commissioner's Report

- A. Commissioner of Public Property and Finance

1. Finance Report

CASH IN BANK

GENERAL FUND	\$208,070.98
WATER AND SEWER FUND	\$317,240.12
MUNICIPAL ROAD AID FUND	\$139,727.18

2. Authorize to pay bills

Commissioner of Public Property and Finance Mattmiller made a motion to Approve Authorize to pay bills for General Fund \$ 456,643.86 and Water and Sewer Fund \$300,881.39. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

- B. Commissioner of Police Safety

1. Department Report

2. Authorize to use DEA Asset Forfeiture Equitable Sharing Funds in the amount of \$488.88 to purchase an Emergency Medical Range Trauma Kit

Commissioner of Police Services Peoples made a motion to Approve Authorize to use DEA Asset Forfeiture Equitable Sharing Funds in the amount of \$488.88 to purchase an Emergency Medical Range Trauma Kit. Commissioner of Fire Safety and Emergency Services Slade seconded.

Vote:

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

3. Authorize to transfer the remaining 88 sick time hours from Stephen Muntz to John Branham

Commissioner of Police Services Peoples made a motion to Approve Authorize to transfer the remaining 88 sick time hours from Stephen Muntz to John Branham. Commissioner of Public Works/Utilities Conner seconded.

Vote:

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

C. Commissioner of Fire Safety and Emergency Services

1. Department Report

2. Authorize change of job status for firefighter Kelbee Gill from full-time to part-time effective November 1, 2025

Commissioner of Fire Safety and Emergency Services Slade made a motion to Approve Authorize change of job status for firefighter Kelbee Gill from full-time to part-time effective November 1, 2025. Commissioner of Police Services Peoples seconded.

Vote:

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

3. Authorize to hire Randy Crawford as a part-time non-certified telecommunicator, salary to commensurate with position

Commissioner of Fire Safety and Emergency Services Slade made a motion to Approve Authorize to hire Randy Crawford as a part-time non-certified telecommunicator, salary to commensurate with position. Commissioner of Police Services Peoples seconded.

Vote:

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

4. Authorize to offer employment to an individual as a part-time certified telecommunicator, contingent upon successful completion of all pre-employment requirements

Commissioner of Fire Safety and Emergency Services Slade made a motion to Approve Authorize to offer employment to an individual as a part-time certified telecommunicator, contingent upon successful completion of all pre-employment requirements.

Commissioner of Police Services Peoples seconded.

Vote:

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

5. Authorize to advertise for sealed bids for Fire Station 1

Commissioner of Fire Safety and Emergency Services Slade made a motion to Approve Authorize to advertise for sealed bids for Fire Station 1. Mayor Dailey seconded.

Vote:

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

D. Commissioner of Public Utilities & Works

1. Department Report

2. Authorize to change job title of Megan Muth from Water Plant Operator I to Water Plant Operator III

Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize to change job title of Megan Muth from Water Plant Operator I to Water Plant Operator III.

Commissioner of Police Services Peoples seconded.

Vote:

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

3. Authorize the Mayor to sign papers to purchase forklift for \$28,790.00 that is in the approved budget for the Water & Sewer Fund

Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize the Mayor to sign papers to purchase forklift for \$28,790.00 that is in the approved budget for the Water & Sewer Fund. Commissioner of Fire Safety and Emergency Services Slade seconded.

Vote:

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

4. Authorize to advertise sealed bids for Country Club Area Pump Station replacement. Commissioner of Public Works/Utilities Conner made a motion to Approve Authorize to advertise sealed bids for Country Club Area Pump Station replacement.. Commissioner of Police Services Peoples seconded.

Vote:

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

7. Adjourn

Commissioner of Public Works/Utilities Conner made a motion to Adjourn. Commissioner of Police Services Peoples seconded.

Vote:

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