

STER BOARD OF COMMISSIONERS REGULAR MEETING HELD

JUNE 21, 2016 - 5:30 pm

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PLEDGE OF ALLEGIANCE - Commissioner Strode

INVOCATION - Commissioner Beach

PRESIDING:

Mayor Edallen York Burtner

PRESENT:

Commissioner Rick Beach
 Commissioner Kenny Book
 Commissioner Shannon Cox
 Commissioner Kitty Strode

City Manager Matt Belcher, City Attorney William A. Dykeman, and City Clerk Marilyn Rowe were present.

Upon determining that a quorum was present for the transaction of business, Mayor Burtner called the June 21, 2016 regular meeting to order at 5:30 pm in the Commission Chambers of City Hall.

COMMENTS FROM THE GENERAL PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

Main Street Winchester Director Rachel Alexander stated the 2016 Beer Cheese Festival was a big success and expressed her appreciation to City, Winchester Municipal Utilities, and other organizations for their assistance.

PRESENTATION

Stormwater Update

John Steinmetz, Banks Engineering, gave the following information relating to an update of stormwater activities:

“Comparison between current (2010) and 2016 Draft KPDES General MS4 Permits:

Permit Element	2010 Permit	2016 Permit
Stormwater Quality Master Plan	Required	Required; guidance manual being prepared by KDOW
Discharge Limits **	Detect & eliminate illicit discharges	Discharges of floating solids, foam, sheen prohibited
Mapping Requirements **	Only major outfalls (36"+) and streams with watersheds > 50 acres	Entire storm sewer system including catch basins, pipes, detention basins, BMPs, etc.
Minimum Control Measures (MCMs)	Six MCMs defined with broad / general requirements	MCMs “should” be as per not-yet-published SWQMP guidance manual
Monitoring Program	Develop program	Implement program including visual monitoring, photos, etc.
Construction permits	Administered by KDOW	May be administered by City if determined to be a “Qualifying Local Program”
Training Requirements	None	Must designate at least one person responsible for MS4 permit, to receive at least 12 hours of training per year

** Denotes elements that are being contested by KSA in their 5/24/16 comments

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Most significant impact on the City of Winchester is the requirement that the entire stormwater system be mapped during the 5-year permit term.”

Mayor Burtner expressed the Board’s appreciation for Mr. Steinmetz’s presentation.

Strodes Creek Conservancy Director Shanda Cecil was present.

OLD BUSINESS

5K Race Sponsored by Amazon

Police Captain Harvey Craycraft stated he had discussed the 5K Run with Ms. Young, representing Amazon, and advised the Winchester Police Department would be able to monitor traffic during the run. Captain Craycraft stated the Winchester Police Department had controlled traffic during similar runs in the past in the Industrial Park.

On motion by Commissioner Beach, seconded by Commissioner Cox, with unanimous vote, the Board approved the request from Amy E. Young, representing Amazon, for the Winchester Police Department to monitor streets in the Industrial Park for a 5K race starting at Amazon, 1919 Rolling Hills Lane, to the 96 Truck Stop, 510 Rolling Hills Lane, and back to Amazon on Wednesday, on August 17, 2016 from 6:00 to 8:00 pm. The event will be hosted by Amazon Customer Service.

Mayor Burtner reminded Ms. Young that a Certificate of Liability Insurance must be furnished prior to the run and the City must be shown as Certificate Holder.

Ms. Young was present.

Fiscal Year 2017 Paving and Crack Sealing Programs

Commissioner Book stated that Milwood Drive needed to be added to the FY2017 program. Mayor Burtner stated Milwood Drive has been placed on the FY2018 paving program.

Mayor Burtner suggested that Public Works Director Pat Clark look at Huls Drive, Hood Avenue, and Bullion Boulevard to determine if the streets needed to be included in the FY2018 paving program.

On motion by Commissioner Beach, seconded by Commissioner Strode, with unanimous vote, the Board approved the following Paving and Crack Sealing Programs as presented:

FY2017 Paving Program

Estimates Based on FY2016 Unit Costs

- Asphalt - \$73.40 per ton**
- Milling - \$25.35 per ton**
- Haul - \$ 8.55 per ton**

- 1) **South Maple St.** - Boone to Belmont- Mill gutter lines 1,442 ft. x 38 ft.
 - Pave 1.5 in. - \$31,729.47 432.28 tons
 - Milling - 3,706.17 146.20 tons
 - Haul - 1,250.01
 - Total \$36,685.65**
- 2) **Southern Court** - 1094 ft. x 20 ft.
 - Pave 1.5 in. overlay \$14,721.59 200.57 tons
 - Total \$14,721.59**
- 3) **Canary Lane** - 460 ft. x 30 ft. Pave 2 in. Mill gutter lines
 - Asphalt - \$12,380.13 168.67 tons
 - Milling - 1,412.25 55.71 tons
 - Haul - 476.32
 - Total \$14,268.70**

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- 4) **Barlow Drive** - 1438 ft. x 26 ft. Pave 1.5 in. Mill gutter lines.
Asphalt - \$25,155.89
Mill - 4,176.94 164.77 tons
Haul - 1,408.09
Total \$30,740.92
- 5) **Dale Drive** - North end from Fulton Rd. to cul-de-sac 1284 ft. x 26 ft. Pave 1.5 in. Mill gutter lines
Asphalt - \$22,461.87 306.02 tons
Milling - 3,729.62 147.13 tons
Hauling - 1,257.92
Total \$27,449.41
- 6) **Redwing Drive** - Bypass thru Bullion Blvd. intersection 365 ft. x 33 ft. Pave 1.5 in. mill gutter line
Asphalt - \$8,104.28 110.41 tons
Milling - 1,060.21 41.82 tons
Haul - 357.59
Total \$9,522.08
- 7) **Daytona Drive** - 456 ft. x 26 ft. Pave 1.5 in. Mill gutter lines
Asphalt - \$7,977.11 108.68 tons
Mill - 1,324.54 52.25 tons
Haul - 446.74 52.25 tons
Total \$9,748.39
- 8) **Redwood Court** - 338 ft. x 20 ft. Pave 1.5 in. overlay
Asphalt - \$4,548.35 61.97 tons
- 9) **West Washington St.** - Spring St. to Upper St. - Mill intersecting streets 445 ft. x 20 ft. Pave 1.5 in. overlay
Asphalt - \$5,988.22
- 10) **Country Club Drive** - 861 ft. x 32 ft. Pave 1.5 in. Mill gutter lines
Asphalt - \$18,537.90 252.56 tons
Mill - 2,500.94 8.66 tons
Haul - 843.51
Total \$21,882.35
- 11) **Hampton Ave. South Branch** - 1,044 ft. x 16 ft. Pave 1.5 in. overlay
Asphalt - **\$11,239.01**
- 12) **Clark Dr.** - 609 ft. x 27 ft. Pave 1.5 in. Mill gutter lines
Asphalt - \$11,063.40 150.73 tons
Milling - 1,768.95 69.78 tons
Haul - 596.63
Total \$13,428.98

Estimated Total for all 12 streets \$200,223.65

FY2017 Crack Fill/Seal Program

- Maryland Ave. - from Hart Ave. to Wabash Ave
- Carolina Ave. - from Wabash Ave. to Waveland Ave.
- Estes Drive - from Locust Dr. to Harkins Dr.
- Holiday Rd. - from Estes Dr. to Shelley Dr.
- Poplar Drive
- East Broadway - from Highland St. to Railroad Tracks(CSX)
- East Lexington Ave. - from South Main St. to Buckner St.
- Mockingbird Valley Road
- Edgewood Drive
- College St.-from Boone Ave. to South Burns Ave.
- West Washington St. - from Elm St. to Spring St.
- Chelsea Way
- Hiawatha Trail - (Exclude newly paved portion)
- Ashland Ave. - from East Washington St. to Fairview Ave.
- Franklin Ave. - from East Washington St. to Fairview Ave.
- Bristol Place
- Essex Court

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NEW BUSINESS

Rally4Recovery 5K

The Board reviewed the request from Juanita Everman and Amber Fields to hold a Rally4Recovery 5K on Friday, September 23, 2016 from 5:00 to 7:30 pm and Saturday, September 24, 2016 from 7:00 am - 1:00 pm and block Main Street from Lexington Avenue to Broadway and around the courthouse for the remembrance walk and Rally 4Recovery 5K. Ms. Everman stated there will be twenty (20) volunteers to assist the Winchester Police Department and there will be a set-up and clean-up crew.

Police Captain Harvey Craycraft stated he had talked with Ms. Everman and Ms. Fields regarding the proposed Rally4Recovery 5K. Captain Craycraft stated Ms. Fields and Ms. Everman have stated twenty (20) volunteers will available to assist the police department during the runs.

On motion by Commissioner Book, seconded by Commissioner Strode, with unanimous vote, the Board approved the request from Juanita Everman and Amber Fields to hold a Rally4Recovery 5K on September 23, 2016 starting at 5:00 pm and September 24, 2016 starting at 7:00 am conditioned upon Rally4Recovery providing twenty (20) volunteers.

Mayor Burtner stated a Certificate of Liability Insurance must be furnished prior to the run and the City must be shown as Certificate Holder.

Gemini 3 Spectroscope Monitor from Kentucky Office of Homeland Security (\$84,000)

On motion by Commissioner Beach, seconded by Commissioner Strode, with unanimous vote, the Board approved the request from Fire Chief Cathy Rigney to proceed with a Kentucky Office of Homeland Security grant application to purchase a Gemini 3 Spectroscope Monitor in the estimated amount of \$84,000.

Fire Chief Rigney advised no matching funds were required.

Out-of-State Travel - Police Department

On motion by Commissioner Beach, seconded by Commissioner Strode, with unanimous vote, the request from Police Captain Shannon Stone for out-of-state travel for a National APCO Conference in Florida, August 14-17 for two (2) people to attend was approved.

Closing of C DBG Grant Disaster Recovery Account at Traditional Bank

The Board acknowledged the memorandum dated June 16, 2016 from City Treasurer Debbie Bailey advising the CDBG Grant Disaster Recovery Account at Traditional Bank had been closed.

List of new accounts opened at Community Trust Bank

The Board acknowledged the memorandum dated June 16, 2016 from City Treasurer Debbie Bailey that provides the following list of new bank accounts opened at Community Trust Bank:

- General Fund
- Payroll Account
- Capital Equipment
- Municipal Aid Program Fund (MAPS)
- Police and Fire Pension Fund
- Local Government Economic Assistance Fund (LGEA)
- Hotel/Motel Transient Room Tax
- Police Department Special Fund
- Police Department Federal Forfeiture Fund

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- Fire Department Special Fund
- Main Street Project
- Administration Special Fund
- KY ASAP Fund
- Health Insurance Benefit Account
- Health Insurance Claims Account
- Health Insurance HRA Account
- Health Insurance Prescription Account
- Urban Renewal and Community Development Agency
- Kentucky Regional Cable Commission
- Rails to Trails Fund
- CMRS E-911 Fund
- Paypal Account (Main Street Winchester)
- CDBG Grant-Sphar Building Rehabilitation Project
- TEA-21 Grant-Sphar Building Rehabilitation Project
- Sphar Building Rehabilitation Project Other Funds

Winchester-Clark County Bicycle & Pedestrian Advisory Committee (BPAC)

On motion by Commissioner Book, seconded by Commissioner Beach, with unanimous vote, the Board approved sending the following letter of support for the Winchester-Clark County Bicycle & Pedestrian Advisory Committee (BPAC) application for National Park Service Rivers, Trails, and Conservation Assistance:

“The City of Winchester is committed to the health, safety, and economic development of our community. We believe that recreational opportunities are important and will benefit the citizens of our community. We believe implementing a sustainable recreational plan will be beneficial to the citizens and visitors to Winchester/Clark County.

The City of Winchester supports the W/CC Bicycle & Pedestrian Advisory Committee (BPAC) application for National Park Service Rivers, Trails, and Conservation Assistance. The City commits to supporting this program through public information, assignment of personnel, and allocations of resources as deemed appropriate.

The City of Winchester looks forward to working on a community-wide basis to improve the health of our community through increased access to walking and biking opportunities.

Your consideration of this matter is appreciated.”

PUBLIC HEARING

**Municipal Road Aid
Local Government Economic Assistance Program funds**

Mayor Burtner opened the Public Hearing and read the following notices regarding the use of Municipal Road Aid (MAPS) and Local Government Economic Assistance (LGEA) Program funds as published in the Winchester Sun on June 3, 2016.

**LEGAL PUBLIC NOTICE
BUDGET HEARING**

A public hearing will be held by the City of Winchester, Kentucky at City Hall on June 21, 2016 at or after 5:30 p.m. (during regular City Commission meeting) for the purpose of obtaining written and oral comments from citizens regarding possible use of Municipal Road Aid and Local Government Economic Assistance Program funds for the upcoming fiscal year.

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	Municipal Road Aid Fund	Local Government Economic Assistance
Estimated balance carried forward	\$853,000	\$2,600
Anticipated receipts	\$900,000	\$6,000
Anticipated miscellaneous income	\$0	\$0
Anticipated interest income	\$6,000	\$100
Total Resources Available for Appropriation	\$1,759,000	\$8,700

Public Inspection: The City’s proposed uses of Municipal Road Aid and Local Government Economic Assistance program funds are available for public inspection at City Hall in the City Manager’s Office during regular business hours.

All interested persons and organizations in Winchester, Kentucky are invited to the public hearing to submit oral or written comments on the proposed uses of the Municipal Road Aid and Local Government Economic Assistance Program funds.

Any person(s) who cannot submit written comments or attend the public hearing, but wish to submit comments, should call the City Manager, 744-2821, so that arrangements can be made to secure their comments.

**MUNICIPAL AID PROGRAM
BUDGET HEARING**

For the year beginning July 1, 2016 and ending June 30, 2017

<u>Resources Available:</u>		
Estimated Fund Balance Carried Forward from FY2016	853,000	
Anticipated Road Funds from State for FY2017	400,000	
Anticipated Road Bond Funds (JL04 Bond) for FY2017	500,000	
Anticipated Receipts from Other Income for FY2017	0	
Anticipated Interest Income for FY2017	<u>6,000</u>	
 Total Available for Appropriation		 1,759,000
<u>Proposed Projects for FY2017:</u>		
Paving	200,000	
Pavement Repair	30,000	
Advertising	1,000	
Construction Materials	25,000	
Salt	53,600	
Special Projects	494,000	
Miscellaneous Expenses	2,000	
Traffic Signs & Paint	30,000	
Engineering Services	<u>10,000</u>	
 Total Appropriations for Proposed Projects		 <u>845,600</u>
 Balance Available from Fiscal Year 2017		 913,400

**LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM
BUDGET HEARING**

For the year beginning July 1, 2016 and ending June 30, 2017

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<u>Resources Available:</u>		
Estimated Fund Balance Carried Forward from FY2016	2,600	
Anticipated Receipts from State for FY2017	6,000	
Anticipated Receipts from Other Income for FY2017	0	
Anticipated Interest Income for FY2017	<u>100</u>	
 Total Available for Appropriation		 8,700
 <u>Proposed Projects for FY2017:</u>		
Curb Repair	0	
Special Projects	<u>7,100</u>	
 Total Appropriations for Proposed Projects		 <u>7,100</u>
 Balance Available from Fiscal Year 2017		 1,600

Mayor Burtner requested comments from the public. With no comments from the public, Mayor Burtner closed the hearing.

ORDINANCES (Second Reading)

The following ordinance was read in summary:

AN ORDINANCE ADOPTING THE CITY OF WINCHESTER, KENTUCKY ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2016 THROUGH JUNE 30, 2017, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT. On motion by Commissioner Book, seconded by Commissioner Cox, with unanimous vote, the Board adopted Ordinance No. 4-2016.

The following ordinance was read in full text:

AN ORDINANCE ADOPTING A PAY CLASSIFICATION PLAN THAT CONFORMS WITH THE FY2017 BUDGET. On motion by Commissioner Beach, seconded by Commissioner Strode, with unanimous vote, the Board adopted Ordinance No. 5-2016.

The following ordinance was read in summary:

AN ORDINANCE AMENDING ORDINANCE NO. 5-2015 AS AMENDED BY ORDINANCE NO. 2-2016 WITH RESPECT TO CERTAIN APPROPRIATIONS IN THE CITY OF WINCHESTER, KENTUCKY FY2016 BUDGET. On motion by Commissioner Cox, seconded by Commissioner Beach, with unanimous vote, the Board adopted Ordinance No. 6-2016.

RESOLUTION

A RESOLUTION OF THE CITY OF WINCHESTER, KENTUCKY AUTHORIZING THE MAYOR TO MAKE APPLICATION TO UPGRADE CURRENT PALO ALTO SECURITY SOFTWARE AND, UPON APPROVAL BY THE KENTUCKY OFFICE OF HOMELAND SECURITY (KOHS), TO ENTER INTO AN AGREEMENT WITH KOHS, TO EXECUTE ANY DOCUMENTS WHICH ARE DEEMED NECESSARY BY KOHS TO FACILITATE AND ADMINISTER THE PROJECT AND TO ACT AS THE AUTHORIZED CORRESPONDENT FOR THIS PROJECT. THIS RESOLUTION ALSO ESTABLISHES PROCUREMENT POLICY FOR ANY KOHS APPROVED PROJECT FOR THE FY-2016 APPLICATION CYCLE. On motion by Commissioner Book, seconded by Commissioner Beach, with unanimous vote, the Board adopted Resolution No. R2016-8.

GENERAL ORDERS

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AN ORDER AUTHORIZING DENTAL RENEWAL RATES. On motion by Commissioner Beach, seconded by Commissioner Cox, with unanimous vote, the Board adopted Order No. 2016-74.

AN ORDER AUTHORIZING THE PURCHASE OF ONE RESCUE PUMPER FIRE APPARATUS. On motion by Commissioner Beach, seconded by Commissioner Cox, with unanimous vote, the Board adopted Order No. 2016-75.

AN ORDER AUTHORIZING THE RENEWAL OF GENERAL LIABILITY, PUBLIC OFFICIALS, LAW ENFORCEMENT, AUTOMOBILE, PROPERTY, AND WORKERS COMPENSATION INSURANCE COVERAGE . On motion by Commissioner Beach, seconded by Commissioner Cox, with unanimous vote, the Board adopted Order No. 2016-76.

AN ORDER APPOINTING TERRY MYNK TO A FOUR-YEAR TERM ON THE WINCHESTER/CLARK COUNTY PLANNING COMMISSION WITH SAID TERM TO COMMENCE ON JULY 1, 2016 AND EXPIRE ON JUNE 30, 2020. On motion by Commissioner Beach, seconded by Commissioner Cox, with unanimous vote, the Board adopted Order No. 2016-77.

PERSONNEL ORDERS (Second Reading)

AN ORDER REPEALING THE POSITION DESCRIPTION OF STRODES CREEK CONSERVANCY COORDINATOR (Strodes Creek Conservancy) (Personnel and Pay Classification Plan). On motion by Commissioner Book, seconded by Commissioner Strode, with unanimous vote, the Board adopted Order No. 2016-78.

AN ORDER ADOPTING THE POSITION DESCRIPTION OF STORMWATER COORDINATOR/CODES ENFORCEMENT SUPPORT (Planning Department) (Personnel and Pay Classification Plan). On motion by Commissioner Beach, seconded by Commissioner Strode, with unanimous vote, the Board adopted Order No. 2016-79.

AN ORDER AMENDING THE POSITION DESCRIPTION OF WINCHESTER FIRST EXECUTIVE DIRECTOR TO MAIN STREET WINCHESTER DIRECTOR (Main Street Winchester) (Personnel and Pay Classification Plan). On motion by Commissioner Book, seconded by Commissioner Strode, with unanimous vote, the Board adopted Order No. 2016-80.

PERSONNEL ORDERS

AN ORDER ACCEPTING THE RETIREMENT OF ROBERT CARMICHAEL, BATTALION CHIEF. On motion by Mayor Burtner, seconded by Commissioner Beach, with unanimous vote, the Board adopted Order No. 2016-81 with regret.

AN ORDER TRANSFERRING SHANDA CECIL FROM STRODES CREEK CONSERVANCY COORDINATOR TO STORMWATER COORDINATOR/CODES ENFORCEMENT SUPPORT (Planning Department). On motion by Commissioner Book, seconded by Commissioner Cox, with unanimous vote, the Board adopted Order No. 2016-82.

GENERAL COMMENTS FROM MAYOR, CITY COMMISSIONERS, CITY ATTORNEY, AND CITY MANAGER

Commissioner Strode stated the Maple Street Stormwater project is coming along well.

Commissioner Beach made the following remarks:

- Echoed Commissioner Strode’s remarks regarding the Maple Street Stormwater project
- Stated Fireworks Sales will be starting shortly and requested City Staff make sure the Fireworks ordinances are posted on the City’s website
- Suggested that the Fire Marshall talk with vendors regarding the requirement for a BUD ticket before driving stakes into the ground

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- Suggested an ad be placed in the local paper regarding hours fireworks can be discharged and hours fireworks can be purchased from vendors

City Manager Matt Belcher stated the street paving and crack sealing programs will start shortly and requested citizens be aware of the program.

With no further business, on motion by Commissioner Book, seconded by Commissioner Cox, with unanimous vote, the meeting was adjourned.

/s/ Edallen York Burtner
Edallen York Burtner, Mayor

ATTEST:

/s/ Marilyn Rowe

Marilyn Rowe, City Clerk