

**PLEDGE OF ALLEGIANCE - Commissioner Flynn
INVOCATION - Mayor Burtner**

PRESIDING:

Mayor Edallen York Burtner

PRESENT:

Commissioner Shannon Cox
Commissioner Ramsey Flynn
Commissioner JoEllen Reed
Commissioner Kitty Strode

City Manager Matt Belcher and City Clerk Joy Curtis were present.

City Attorney William A. Dykeman was absent and excused.

Upon determining that a quorum was present for the transaction of business, Mayor Burtner called the March 17, 2020 regular meeting to order at 5:30 p.m. in the Commission Chambers of City Hall.

NEW BUSINESS

Temporary Administrative Actions - Travel and Sick Leave

The Commission reviewed a memorandum from City Manager Belcher regarding travel and sick leave for City staff:

“In light of other cancellations that are impacting employee schedules and regular work hours as well as general concerns surrounding COVID-19, I am recommending that **all** out-of-state travel be canceled until March 31, 2020, at which time, we will re-evaluate out-of-state travel. Additionally, any employee coming back to work from being out of state/country, I am recommending they should self-isolate for at least 14 days. These employees will be allowed to work from home if possible. I am encouraging employees who can work remotely to do so. In addition, I am encouraging limited departmental and public meetings in the next two weeks per the Governor’s Office and public health officials’ advice.

If an employee is at a higher risk for serious illness from COVID-19 because of their age or because they have a serious long-term health problem, they will be encouraged to follow all CDC guidelines and stay home as much as possible. If an employee contracts COVID-19 in the line of duty, I am recommending that additional sick time be granted should they need to be off work. However, if an employee were to contract COVID-19 outside of regular assigned duties, they would need to utilize their sick and/or accumulated time per City policy.

In addition, we have taken extra precautions to prevent and/or slow the outbreak of COVID-19 in our daily operations, such as additional cleaning, disinfecting and the promotion of public health best practices, etc.

I apologize for any inconvenience this may cause, but given the sense of urgency as well as our interaction with the public, we want to take every precaution at this time. I appreciate everyone’s cooperation with these recommendations.

Given the nature of the COVID-19 situation, things are changing rapidly. We will re-evaluate in the coming weeks and may need to make further recommendations.”

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, the Board authorized City Manager Belcher to halt all travel for staff until March 31, 2020.

Request to Abate Penalty and Interest - Terminix

On motion by Commission Flynn, seconded by Commissioner Cox, and with unanimous vote, the Board authorized the abatement of penalty only on delinquent payroll taxes for Terminix.

Request to Abate Penalty - Box Lake Networks

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, the Board authorized the abatement of penalty on delinquent payroll taxes for Box Lake Networks.

Mayor Burtner noted Box Lake did not request abatement of interest.

Request to Close Main Street for the Annual Little League Parade

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, the request to close Main Street for the Annual Little League Parade was approved.

Mayor Burtner noted this event scheduled for April 17th may be postponed due to the uncertainty of the Corona Virus Pandemic.

Request to Apply for 2020 Department of Homeland Security Grants

On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, the request from Fire Chief Rigney to apply for 2020 Department of Homeland Security Grants was approved.

ORDINANCES (Second Reading)

AN ORDINANCE ANNEXING TO THE CITY OF WINCHESTER, KENTUCKY CERTAIN LAND IN CLARK COUNTY, KENTUCKY IDENTIFIED AS ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING AND BEING IN CLARK COUNTY, KENTUCKY, BEING 6.421 ACRES, SITUATED ON THE WESTERN SIDE OF THE CORPORATE LIMITS OF THE CITY OF WINCHESTER, KENTUCKY

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this ordinance passed second reading and was adopted. Ordinance No. 3-2020.

AN ORDINANCE AMENDING ORDINANCE NO. 11-86 "AMENDING SUBSECTIONS I (5) (b) AND I (5) (c) OF SECTION 9-57 OF THE CODE OF ORDINANCES OF THE CITY OF WINCHESTER, KENTUCKY AND RELATING TO LICENSE FEES FOR INSURANCE COMPANIES"

On motion by Mayor Burtner, seconded by Commissioner Strode, and with unanimous vote, this ordinance passed second reading and was adopted. Ordinance No. 2-2020.

AN ORDINANCE APPROVING THE CHANGE OF ZONING CLASSIFICATION OF A TRACT OF LAND CONTAINING 1.744 ACRES, MORE OR LESS, LOCATED AT 1316 W. LEXINGTON AVENUE, WINCHESTER, CLARK COUNTY, KENTUCKY FROM ZONING CLASSIFICATION OF PLANNED DEVELOPMENT (PD) TO A CLASSIFICATION OF GENERAL BUSINESS DISTRICT (B-4)

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this ordinance passed second reading and was adopted. Ordinance No. 4-2020.

ORDERS (General)

AN ORDER DECLARING MISCELLANEOUS OFFICE FURNITURE SURPLUS AND TRANSFERRED TO THE SPARK MINISTRIES

On motion by Commissioner Flynn, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2020-55.

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AN ORDER AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF WINCHESTER AND BRANCH BANKING AND TRUST COMPANY (BB&T) FOR FINANCING ONE 2020 PETERBILT ELGIN WHIRLWIND STREET SWEEPER

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2020-56.

Public Works Director Pat Clark was present.

PERSONNEL ORDERS (Second Reading)

AN ORDER AMENDING THE POSITION DESCRIPTION OF FINANCE DIRECTOR (Finance Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Flynn, seconded by Commissioner Strode, and with unanimous vote, this order passed second reading and adopted. Order No. 2020-57.

PERSONNEL ORDERS (First Reading)

AN ORDER AMENDING THE POSITION DESCRIPTION OF FIREFIGHTER III/EMT/PARAMEDIC (Fire Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Flynn, seconded by Mayor Burtner, and with unanimous vote, this order passed first reading.

AN ORDER AMENDING THE POSITION DESCRIPTION OF FIREFIGHTER II/EMT/PARAMEDIC (Fire Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order passed first reading.

AN ORDER AMENDING THE POSITION DESCRIPTION OF FIREFIGHTER I/EMT/PARAMEDIC (Fire Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

AN ORDER AMENDING THE POSITION DESCRIPTION OF POLICE OFFICER III (Police Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

AN ORDER AMENDING THE POSITION DESCRIPTION OF POLICE OFFICER II (Police Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

AN ORDER AMENDING THE POSITION DESCRIPTION POLICE OFFICER I (Police Dept.) (Personnel and Pay Classification Plan)

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

PERSONNEL ORDERS (General)

AN ORDER RECLASSIFYING TERESA HENRY

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-58.

AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL (Police Department)

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2020-59.

AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL (Fire Department)

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, the order was adopted. Order No. 2020-60.

AN ORDER RECLASSIFYING PETER WESTHOFF FROM PATIENT TRANSFER SPECIALIST/EMT TO PATIENT TRANSFER SPECIALIST/PARAMEDIC

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-61.

AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2020-62.

AN ORDER RECLASSIFYING CHAD WELLS

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-63.

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

Commissioner Strode:

- Reminded citizens to be calm and united and to stay positive during this time.
- Reminded citizens to support business/restaurants that have had to close due to the Governor's mandate.

Commissioner Reed:

- Noted the difficult time the community is facing and reminded citizens to stay calm.
- Reported DES Coordinator Gary Epperson stated he had asked stores if they could institute a policy for early hours for seniors; Dollar General (8-9 a.m.) and Kroger would have set hours for seniors (7-8 a.m.) but Save-a-Lot did not institute this policy, and limiting supplies.
- She noted the citizen that contracted the Corona Virus from Clark County contacted her to inform the commission he was highly educated on the virus

and was improving and to let others know he had caught the virus while traveling out of state, and has isolated himself and following all guidelines.

- Stated she noticed that WMU staff was not wearing gloves when picking up trash and would like to see them wear gloves during this time due to the virus.

Commissioner Flynn:

- Reported he had spoken with Diana Sims of the Generations Center and they were doing well, still getting meals out and packing extra meals for those who requested them.
- Stated he wants to get a link from the WWKY to put on the community information Facebook page so people can listen to the radio broadcast of Gary Epperson and Judge Pace on the virus issues.

Mayor Burtner:

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- Noted Judge Pace and Gary Epperson, DES Coordinator would be on WWKY at noon Wednesday for an update on the pandemic.
- Noted he had signed a local Declaration of a State of Emergency for Winchester which did not need commission approval. He noted with natural disasters there would be some pre-planning, but with this pandemic there was no way to pre-plan. He stated with the declared State of Emergency, the City could recover any costs associated with it.
- Noted he'd had several computer meetings to keep the self-distancing in place.

City Manager Belcher:

- Noted even though the building will be closed to the public, staff would still be working and responding to all calls and services were still a go. The public could call for assistance or come to the front lobby to the reception area and staff would come down to assist them.

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, the Board approved City Manager Belcher's recommendation to close the offices at City Hall to the public.

ADJOURN

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

Edallen York Burtner, Mayor

Joy Curtis, City Clerk