

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

Mayor Burtner read the following:

In accordance with KRS 61.823, KRS 61.826, Executive Order 2020-243 and OAG 20-05, the Winchester Board of Commissioners will meet on Tuesday, April 21, 2020 at 5:30 p.m. by teleconference. Due to the current public health situation, members of the public will not be allowed to attend; instead, the meeting will be live for the public at <https://zoom.us/j/535777829> and broadcast live on WWKY Winchester 102.9 FM Gateway Radio.

**PRESIDING:**

Mayor Edallen York Burtner

**PRESENT:**

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

City Manager Matt Belcher, City Attorney William A. Dykeman, and City Clerk Joy Curtis were present.

Upon determining that a quorum was present for the transaction of business via teleconference, Mayor Burtner called the April 21, 2020 regular meeting to order at 5:30 p.m. in the Commission Chambers of City Hall.

**MINUTES**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, the minutes of the March 3, Special (4:00 pm), Regular (5:30 pm), and March 17, 2020 Regular (5:30 pm) were approved.

**DEPARTMENTAL AND AGENCY REPORTS**

- A. Winchester/Clark County Planning Commission Financial Statements as of March 3, 2020
- B. Winchester Municipal Utilities Commission Departmental Report for February 20, 2020
- C. Winchester Municipal Utilities Accounts Payable - Transactions for the Period February 17-28, 2020
- D. Winchester Municipal Utilities Commission minutes from the February 20, 2020 meeting
- E. EMA/CSEPP minutes from the February 10, 2020 meeting
- F. Winchester/Clark County Parks & Recreation Balance Sheet as of February 29, 2020
- G. Winchester/Clark County Parks & Recreation Profit & Loss July 2019 through February 2020
- H. Winchester/Clark County Parks & Recreation Financial Statements and Supplementary Information
- I. Main Street Winchester Director's Report for March 2020
- J. Main Street Winchester Financial Statements for July 2019 to February 29, 2020
- K. Bluegrass Area Development District minutes from the January 13, 2020 Regional Transportation Committee meeting
- L. Main street Winchester minutes from the February 11, 2020 meeting
- M. Winchester/Clark County Parks & Recreation Attendance Log for 2019-2020
- N. Winchester/Clarks County Parks & Recreation minutes from the February 10, 2020 meeting
- O. Winchester/Clark County Transit Monthly Ridership Trends and Report for February 2020
- P. Winchester Licensing Board minutes from the January 6, 2020 meeting
- Q. Winchester Urban Renewal & Community Development Agency Board minutes from the November 12, 2019 meeting
- R. Winchester Municipal Utilities Commission Departmental Report for March 19, 2020
- S. Winchester Municipal Utilities Financial and Budget Summary for February 2020

**WINCHESTER BOARD OF COMMISSIONERS REGULAR MEETING HELD**

**April 21, 2020**

**5:30 PM**

**208**

- T. Winchester Municipal Utilities Accounts Payable - Transaction for the Period March 2-13, 2020
- U. Winchester Municipal Utilities Commission minutes from the March 5, 2020 meeting
- V. Winchester Municipal Utilities Balance Sheet as of February 29, 2020

On motion by Commissioner Strode, seconded by Commissioner Flynn, and with unanimous vote, the Departmental and Agency Reports were approved as presented.

**INFORMATIONAL ITEMS**

- A. Memorandum from Engineering Tech Daron Stephens regarding rumble strip installation on Estes Drive
- B. Letters to the Editor regarding "Officer provides "angelic" service" from Amy Shumate, Winchester (Officer Kelly Webster)
- C. Correspondence from Carla Combs, Charter communications (Spectrum) regarding on or after March 31, 2020, Spectrum MI Plan Latino monthly pricing will increase for **new** customers
- D. Thank you note to the Winchester Fire/EMS from the Powell County EMS for their assistance to Powell County during the recent funeral of Stanton Police Detective James Kirk
- E. Flyer from the Winchester Municipal Utilities for Fix a Leak Week - "Leaks can run but they can't hide"
- F. Correspondence from the Arbor Day Foundation regarding Winchester earning recognition as a 2019 Tree City USA

Mayor Burtner noted when the pandemic was over and everything back to normal, the Commission would invite Officer Webster and her K-9 partner Crocket to a future meeting.

**NEW BUSINESS**

**Attorney General Correspondence on Covid-19  
And Open Meetings**

The Board of Commissioners reviewed correspondence from the Office of the Attorney General of Kentucky dated March 18, 2020 regarding the rules of open meetings during the current state of emergency declared by the President of the United States and the Governor of Kentucky. No action was needed.

**Request to Close Streets**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, the request to close the Courthouse Square - Court, Cleveland, Wall, and Main Street for the Annual Relay for Life of Clark County on Saturday, September 26, 2020 was approved.

**Request to Close Streets**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, the request to close a portion of Rolling Hills Lane (rolling closures) during the Rally for Recovery 10K was approved for Saturday, September 26, 2020.

**Annual Compliance Report for Phase II Stormwater MS4**

On motion by Commissioner Cox, seconded by Commissioner Flynn, and with unanimous vote, the Annual Compliance Report for Phase II Stormwater MS4 was approved.

**ORDINANCES ( First Reading)**

**AN ORDINANCE CREATING AND ESTABLISHING FOR BID A NON-EXCLUSIVE NATURAL GAS FRANCHISE FOR THE PLACEMENT OF FACILITIES FOR THE TRANSMISSION, DISTRIBUTION, AND SALE OF NATURAL GAS FOR HEATING AND OTHER PURPOSES WITHIN THE PUBLIC RIGHTS-OF-WAY OF THE CITY OF WINCHESTER FOR AN INITIAL TEN (10) YEAR PERIOD WITH UP TO TWO (2)**

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ADDITIONAL EXTENSION OF TIME OF FIVE (5) YEARS EACH, IMPOSING A FRANCHISING FEE OF THREE PERCENT (3%) OF EACH FRANCHISEE'S GROSS ANNUAL REVENUES FROM THE SALE, DISTRIBUTION, AND DELIVERY OF GAS WITHIN THE CITY OF WINCHESTER; AND RESERVING THE RIGHT TO IMPOSE A FRANCHISE FEE NOT TO EXCEED FIVE PERCENT (5%) OF EACH FRANCHISEE'S GROSS ANNUAL REVENUES FROM THE SALE, DISTRIBUTION, AND DELIVERY OF NATURAL GAS WITHIN THE CITY OF WINCHESTER; ALL EFFECTIVE ON DATE OF PASSAGE

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

SERIES A BOND ORDINANCE AUTHORIZING THE ISSUANCE OF APPROXIMATELY \$5,595,000 PRINCIPAL AMOUNT OF UTILITY SYSTEM REVENUE REFUNDING BONDS, 2020 SERIES A (WHICH AMOUNT MAY BE INCREASED OR DECREASED), OF THE CITY OF WINCHESTER, KENTUCKY DESIGNATING THE PAYING AGENT AND REGISTRAR IN RESPECT THEREOF; APPROVING THE PREPARATION OF PRELIMINARY AND FINAL OFFICIAL STATEMENTS IN RESPECT THEREOF; AUTHORIZING AND APPROVING A CONTINUING DISCLOSURE AGREEMENT; PROVIDING FOR THE SALE OF SUCH BONDS TO THE LOWEST AND BEST BIDDER; AND AUTHORIZING THE EXECUTION OF DOCUMENTS ON BEHALF OF THE CITY

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

**ORDERS (General)**

AN ORDER APPROVING AN ENGINEERING SERVICE AGREEMENT SUBMITTED BY PALMER ENGINEERING FOR FULTON ROAD PERMIT UPDATE TO COMPLETE THE FULTON ROAD PROJECT

On motion by Commissioner Strode, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2020-64.

**PERSONNEL ORDERS ( Second Reading)**

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

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order passed second reading and was adopted. Order No. 2020-65.

AN ORDER AMENDING THE POSITION DESCRIPTION OF FIREFIGHTER II/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 second reading and was adopted. Order No. 2020-66.

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

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order passed second reading and was adopted. Order No. 2020-67.

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

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order passed second reading and was adopted. Order No. 2020-68.

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

On motion by Commissioner Strode, seconded by Commissioner Cox, and with unanimous vote, this order passed second reading and was adopted. Order No. 2020-69.

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

On motion by Commissioner Reed, seconded by Commission Flynn, and with unanimous vote, this order passed second reading and was adopted. Order No. 2020-70.

**PERSONNEL ORDERS (General)**

**AN ORDER PROVIDING FOR LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2020-71.

**AN ORDER RECLASSIFYING JACOB JONES FROM OPERATOR I TO OPERATOR II**

On motion by Commissioner Flynn, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2020-72.

**AN ORDER TEMPORARILY RECLASSIFYING RACH AEL BOYD**

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, the order was adopted. Order No. 2020-73.

**AN ORDER TERMINATING THE EMPLOYMENT OF PAUL MANNING, FIREFIGHTER/EMT**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2020-74.

**AN ORDER GRANTING LONGEVITY SALARY INCREASES TO CERTAIN PERSONNEL**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-75.

**AN ORDER ACCEPTING THE RESIGNATION OF MESHA DANIEL, COMMUNICATIONS OFFICER II**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-76.

**AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL**

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2020-77.

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

Commissioner Reed:

- Inquired about the upcoming budget work sessions.

City Manager Belcher noted he was working on this and would report back to the Commission.

- Commended the community for pulling together during this difficult time. She noted that Clark County had 18 Covid-19 cases and 16 had recovered.

- Commended the Clark Regional Medical Center staff for their continuing care of the public during this difficult time.
- Commended the Clark County Health Department for their continuing efforts to keep the public updated with infographics.
- Thanked first responders for their continuing work on the front lines.

Commissioner Flynn:

- Inquired of City Attorney Dykeman if he knew when the Courthouse would reopen for business.

City Attorney Dykeman noted he had not heard when but would report back when he heard anything.

- Thanked everyone for their work during this time. Noted he had updated the community on social media with regard to the work being done. He noted there were great leaders in the community.

Commissioner Cox:

- Stated the community had to carry on and use basic common sense.
- Noted the first reading of the Gas Franchise Ordinance and inquired if the Cable Franchise Ordinance was due.

City Manager Belcher noted the Cable Franchise expires in 2021.

Commissioner Strode:

- Commended the community, first responders, and hospital staff for their continuing work.
- Encouraged the community to support the small downtown businesses.
- Noted that Rock the Block had been cancelled for May and will take another look at the later concert dates.

City Manager Belcher:

- Thanked everyone for their work during this time. Noted that the City was still open for business and anyone needing assistance could call City Hall.

Mayor Burtner:

- Commended public employees for making city business function under difficult circumstances.
- Noted the Winchester Sun had gone from five days to two days and that communication is always a challenge.

## **ADJOURN**

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

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Edallen York Burtner, Mayor

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Joy Curtis, City Clerk