

**PLEDGE OF ALLEGIANCE - Commissioner Reed**  
**INVOCATION - City Manager Flynn**

**PRESIDING :**

Mayor Edallen York Burtner

**PRESENT:**

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

City Manager Mike Flynn, Personnel Director Tammy Shelton, Deputy City Clerk Dianna Layne, Finance Director Michelle Lucas, and the City Clerk were present.

City Attorney William A. Dykeman was present via phone.

Upon determining that a quorum was present for the transaction of business, Mayor Burtner called the January 4, 2022 special meeting to order at 4:30 p.m. in the Commission Chambers of City Hall.

**MINUTES**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, the minutes from the December 7, 2021 Special (4:00 pm) and Regular (5:30 p.m.) meetings were approved as presented.

**DEPARTMENTAL AND AGENCY REPORTS**

- A. Clark County Geographic Information System Staff Report for December 2021
- B. Winchester/Clark County Administrative Hearing Board minutes from the November 15, 2021 meeting
- C. Winchester Municipal Utilities Departmental Report for December 16, 2021
- D. Winchester Municipal Utilities Accounts Payable - Transactions for the Period November 29-December 10, 2021
- E. Winchester Municipal Utilities Commission minutes from the December 2, 2021 meeting
- F. Monthly Memo from Fire Chief Whiteley for Period November 11-December 16, 2021
- G. Winchester Board of Ethics minutes from the August 6, 2020 meeting
- H. Winchester Municipal Utilities Balance Sheet as of November 30, 2021
- I. Winchester/Clark County Industrial Development Authority Internal Financial Report for period ending November 30, 2021
- J. Winchester/Clark County Industrial Development Authority minutes from the November 22, 2021 meeting
- K. Winchester/Clark County Transit Monthly Ridership Trends and Report
- L. Clark County Geographic Information System Consortium minutes from the November 23, 2021 meeting

**WINCHESTER BOARD OF COMMISSIONERS SPECIAL MEETING HELD  
JANUARY 4, 2022 4:30 PM**

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- M. Clark County Geographic Information System Consortium Accounts Payable as of November 30, 2021
- N. Clark County Geographic Information System Consortium Financial and Budget Summary - November 2021
- O. EMA/CSEPP minutes from the November 8, 2021 meeting

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

**INFORMATIONAL ITEMS**

- A. Bureau of Labor Statistics, US Department of Labor Consumer Price Index for November 2021
- B. Kentucky League of Cities Legislative Update for December 14, 2021
- C. Correspondence from Parks Director Jeff Lewis to Police Chief Kevin Palmer thanking the Police Department for all their help
- D. Habitat for Humanity of Madison & Clark Counties, Kentucky invitation to the home dedication of the Skinner home on Saturday, January 8, 2022 at 2:00 p.m. at 12 Lincoln Street
- E. Correspondence dated December 20, 2021 to City Manager Flynn from the Kentucky Transportation Cabinet regarding traffic signal at McCann Drive and Lexington Avenue (US 60)

**WORK SESSION**

**Town Branch Project Update  
City Manager Mike Flynn**

City Manager Flynn updated the Board on the Town Branch project. He stated Poage Engineers met with Engineering Tech Stephens and himself and reported the last structural inspection of the Cartwright building on East Broadway did not show any new damage from the last time they inspected. He updated on construction plan status with Palmer Engineering expected to provide additional detail and construction guidance, the Poage Engineers are waiting for further instruction prior to moving forward.

The relocation of the Town Branch from Broadway to Maple Street and Wall Alley, they currently have profiled the proposed storm sewer from Broadway to the connection with the culvert. They have reviewed all existing data for gas and the survey information. They will be completing topographic survey work this week.

They coordinated with the geotechnical engineer on recommendations needed for structural design for that section of the storm sewer.

The engineers have looked at potential utility conflicts on Wall Alley which includes conduits the City had previously installed under Wall Alley for various utilities and will try to make sure these are not interfered with.

Since we are operating under a state of emergency, we can forego the bidding process so we can go ahead and get started on trying to correct the issues.

**ADJOURN TO CLOSED SESSION**

With no further business, on motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, the meeting was adjourned to closed session to discuss

- XX POTENTIAL LITIGATION KRS CHAPTER 61.810 (c)
- XX PROPERTY ACQUISITION KRS CHAPTER 61.810 (b)
- XX PERSONNEL MATTERS KRS CHAPTER 61.810 (f)

**CALL MEETING BACK INTO OPEN SESSION**

Mayor Burtner called the meeting back into open session.

**ADJOURN MEETING**

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 L. Curtis, City Clerk