

PLEDGE OF ALLEGIANCE - Commissioner Strode
INVOCATION - City Manager Mike Flynn

PRESIDING :

Mayor Edallen York Burtner

PRESENT:

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

City Manager Mike Flynn, Interim Finance Director Michelle Lucas, Deputy City Clerk Dianna Layne, HR/Risk Manager Tammy Shelton, 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 5, 2020 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 Cox, and with unanimous vote, the minutes of the December 15, 2020 regular 5:30 p.m. meeting were approved as presented.

DEPARTMENTAL AND AGENCY REPORTS

- A. Winchester Licensing Board minutes from the October 19, 2020 meeting
- B. Winchester Licensing Board minutes from the December 7, 2020 meeting
- C. Winchester Municipal Utilities Balance Sheet as of November 30, 2020
- D. Winchester/Clark County Parks & Recreation Statement of Revenues and Expenses by Month Period Ended November 30, 2020
- E. Winchester/Clark County Administrative Hearing Board minutes from the December 7, 2020 meeting
- F. Winchester/Clark county Parks & Recreation Statement of Revenues and Expenses - Modified Cash Basis Period Ended November 30, 2020
- G. Winchester/Clark County Parks & Recreation Statement of Assets, Liabilities, and Net Assets - Modified Cash Basis October 31, 2020
- H. Winchester/Clark county Parks & Recreation Balance Sheet as of November 30, 2020
- I. Winchester/Clark County Parks & Recreation Profit and Loss as of November 2020

- J. Winchester/Clark County Parks & Recreation Statement of Cash Flows November 020
- K. Clark County Geographic Information System Consortium Staff Report for December 2020

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- L. Clark County Geographic Information System Consortium Financial and Budget Summary - November 2020
- M. Clark County Geographic Information System Consortium Accounts Payable - November 2020
- N. Clark County Geographic Information System Consortium minutes from the November 24, 2020 meeting

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

INFORMATIONAL ITEMS

- A. Correspondence to Willie Stamper, CSX Transportation and Kelly Baker, Kentucky Department of Transportation regarding the railroad crossing on North Maple Street
- B. Email from HR/Risk Manager Tammy Shelton regarding a grant awarded to offset the cost of updating the City’s Policies and Procedures with Kentucky League of Cities
- C. Correspondence from the Kentucky Energy and Environment Cabinet, Department for Environmental Protection inviting the City to apply for the FFY 2021 Clean Water Act Section 319(h) Nonpoint Source Pollution Control Grant
- D. Clark County Fiscal Court agendas for the special called meetings of December 22 and December 30, 2020
- E. Correspondence from Jen Algire, President and CEO of the Greater Clark Foundation to Winchester Municipal Utilities Commission commending them on their zero water shutoffs during the pandemic
- F. Memorandum from City Manager Mike Flynn to the City Commission regarding Kentucky League of Cities 2021 Legislative Priority List

WORK SESSION

**Royal Oaks Drainage Study
Palmer Engineering**

Mr. Worth Ellis with Palmer Engineering reviewed the drainage study developed by Palmer Engineering in the drainage area behind 212 Candlewood Drive and explained the storm sewer system issues. He noted Palmer Engineering used several storm events in this study - 2-year 24-hour storm event; 10-year 24-hour

storm event; and the 25 and 100-year 24-hour storm events. He noted the storm sewer system should be able to handle these events under typical circumstances.

Mr. Ellis stated that the possibility of the inlet being stopped up may be the cause of some of the flooding events. He noted the makeshift grate that was installed could also be a cause of the flooding.

Mr. Ellis outlined several options to mitigate the issues including removal of the makeshift grate and install a more acceptable grate, and video the drainage pipes in the area to see if

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the pipes are stopped up or compromised. The next phase of development would be to add new storm sewer systems to divert water or to install catch basins/retaining ponds.

City Manager Flynn noted some of the work could be done in-house to save on costs.

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, the Board authorized proceeding with the options to replace the grate and CCTV the storm sewer pipes for blockages.

Stormwater Coordinator Shanda Cecil and Mr. John Higginbottom of 208 Royal Oaks were present.

2021 Mid-Year Budget Review

The Board reviewed the Financial Report of July 1 to December 31, 2020 regarding the budget for mid-year of FY 2021.

FINANCIALS

Revenue	Target Percent	50.00%
Overall	\$11,476,007.59	55.20%
General Fund	\$10,614,239.56	56.88%
Expenses	Target Percent	50.00%
Overall	\$9,293,330.93	48.13%
General Fund	\$8,272,575.65	46.31%

Overall Budget to date

Revenue is up 5.20% overall and General Fund is up 6.88%
Expenses are down 1.87% and General Fund is down 3.69%

Two Year General Fund Comparison

Revenues

2020	\$9,095,705.28
2021	<u>\$10,614,239.56</u>
	\$1,518,534.28 up FY2021 (Including Round 1 CARES money of \$1,335,797)
	\$ 182,737.28 up if (Round 1 CARES not included in the Revenue totals)

Expenses

2020	\$9,095,705.28
2021	<u>\$8,272,575.65</u>
	\$ 823,129.55 down from FY2020 (Including all CARES Act Expenses)

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On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, the Board approved the following mid-year budget requests:

- Janitor/Maintenance (full time with benefits) \$25,000 + \$20,000 in benefits = \$45,000
- Scanner for City Clerk \$575.00
- HR/Payroll/GL/Budget Software split with Finance \$30,000 (\$15,000 for HR and Finance each)
- Hiring full time Finance Clerk (\$28,069.76 + \$20,000 in benefits = \$48,069.76)
- Main Street Director (full time with benefits) (\$36,900 + \$20,000 in benefits = \$56,900.00)
- Storm water push camera for Engineering Tech - \$1,000
- Vehicle Maintenance increased by \$5,000 in Police
- Raise Capital 02.26.5.624 EMS by \$26,300 to cover cost of Ferno Stretcher
- Increase 01.31.5.335 Public Works Right of Way repair by \$2,000
- Increase 01.31.5.365 Public Works Safety Equipment by \$500
- Pay increase for all employees at 135 employees @3% - an increase of \$72.38 per hour

- Mid-year budget requests to be reviewed in May during regular budget work session:
- Planning Commission transfer \$4,400 to raise their yearly transfer back to what was previously requested in the FY 2021 budget
 - Uniforms for professional look at conferences or pictures \$2,000 in Communications
 - Hardware/software increase by \$20,000 in Police
 - Request of the Educational Incentives
 - Storage building at Station 3 - \$280,000 in Fire
 - Remodel and Expansion at Ecton Station \$285,000 in Fire
 - New Salt Building 02-31-5.650 \$237,500 in Public Works

ADJOURN TO CLOSED SESSION

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, the meeting was adjourned to closed session to discuss the following items

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

Mayor Burtner called the meeting back into open session.

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