

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

**PRESIDING :**

Mayor Edallen York Burtner

**PRESENT:**

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

City Manager Mike Flynn, Deputy City Clerk Dianna Layne, HR/Risk Manager Tammy Shelton, Interim 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 February 23, 2021 special meeting to order at 5:30 p.m. in the Commission Chambers of City Hall.

**PRESENTATION**

**Service to Winchester Award**  
**Ball Homes, LLC**

The Winchester Board of Commissioners presented Mr. Mark West, representative of Ball Homes, LLC with a Service to Winchester Award for their compliance with the City’s requirements “by implementing the best management practices of the City of Winchester Code of Ordinance for erosion prevention & sediment control, your stewardship has enriched our community and served as an example for all.”

Ms. Shanda Cecil was also present.

**NEW BUSINESS**

**Review of**  
**Winchester Municipal Utilities**  
**Rate Adjustments**

The Board reviewed the information from General Manager Kenneth Dryden regarding rate adjustments of 1.4% for Winchester Municipal Utilities for water, sewer, and garbage rates. Mayor Burtner noted the rate adjustments do not need approval from the Board of Commissioners since WMU did not increase the adjustment over 3%.

Interim Finance Director Michelle Lucas noted there is a total of \$439,248.12 for 908 past due accounts in the city limits as of February 23rd.

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Mayor Burtner noted that many individuals in arrears had set up payment plans to get their bills paid off.

**2021 Vacant Property Leadership  
Institute Letter of Interest**

The Board reviewed the letter of interest from Ms. Shanda Cecil regarding the National League of Cities Institute and the Center for Community Progress 2021 Vacant Property Leadership for training. Ms. Cecil noted there was no date or place yet indicated but the City had been invited to provide a letter of interest before being contacted to actually attend the Institute. Ms. Cecil also noted those attending would be Commissioners Reed and Strode and herself. There are no costs to the city except for travel costs.

Mayor Burtner noted he had already signed the letter of interest as the letter was due by February 26<sup>th</sup>.

**OLD BUSINESS**

**Covid-19 Small Business Relief Fund Program  
Interim Finance Director Michelle Lucas**

Ms. Lucas reported the City had received 34 applications for relief funds and 24 are eligible to receive full allocations and one is eligible to receive a partial allocation with a total outlay of \$24,700. She noted there were seven that were given a secondary chance to send in information that did not respond and one was denied as it was not a brick and mortar business and was also in the county.

She noted they are currently in the purchase order process and checks should be sent out by the end of March 5<sup>th</sup>.

**ORDERS (General)**

**AN ORDER ACCEPTING A PROPOSAL FROM PALMER ENGINEERING FOR  
ENGINEERING SERVICES FOR THE FRONTIER WAY INTERSECTION  
IMPROVEMENTS FEASIBILITY STUDY**

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-42.

City Manager Flynn reported this feasibility study would benefit the safety of the community for vehicular traffic at this intersection of the Bypass and Frontier Way where there are large trucks turning onto Frontier Way. He noted the guardrails have been damaged several times. He also reported the Public Works Committee had approved this and he would want to add the cost of this to the FY 2022 budget.

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**AN ORDER ACCEPTING A PROPOSAL FROM PALMER ENGINEERING FOR  
ENGINEERING SERVICES FOR THE MAIN STREET AT BROADWAY HANDICAPPED  
RAMP DESIGN PROPOSAL**

On motion by Commissioner Strode, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-43.

City Manager noted with this project, there would be in the best interest of the City to have an engineer redesign a handicapped ramp at this intersection and to place funds in the FY 2022 budget to build this handicapped ramp.

**AN ORDER ACCEPTING A PROPOSAL FROM PALMER ENGINEERING FOR  
ENGINEERING SERVICES FOR THE SEVENTH STREET TRUCK ROUTE  
CONSTRUCTION PLAN COMPLETION & PERMITTING**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-44.

City Manager Flynn noted this proposal is to finalize engineering services for the Seventh Street project. The preliminary engineering design has been completed. This proposal will allow for Palmer Engineering to prepare easement descriptions, right-of-way acquisitions, final design plans, and submit all other design plans along with archaeology and surveys that go along with this project.

**AN ORDER APPOINTING KATIE LEDFORD TO FILL THE UNEXPIRED THREE-YEAR  
TERM OF MEREDITH GUY ON THE MAIN STREET WINCHESTER BOARD**

On motion by Mayor Burtner, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-45.

**AN ORDER APPROVING AN AGREEMENT WITH THE COMMONWEALTH OF  
KENTUCKY TRANSPORTATION CABINET DEPARTMENT OF HIGHWAYS  
SUPPLEMENTAL AGREEMENT NO. 1 FOR THE SEVENTH STREET ALTERNATE  
TRUCK ROUTE**

On motion by Commissioner Mayor Burtner, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-46.

**PERSONNEL ORDERS (General)**

**AN ORDER ACCEPTING THE RESIGNATION OF LEIGHTON MCNABB, POLICE  
OFFICER III**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-47.

**AN ORDER RECLASSIFYING JARED BROWN FROM FIREFIGHTER I/EMT TO SINGLE ROLE EMT**

On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-48.

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

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-49.

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

Commissioner Flynn:

- Requested that Redwing Drive be considered when preparing the FY 2022 Paving List as the truck traffic is tearing up the area turning onto Redwing Drive near Speedway.
- Thanked City Manager Flynn and Interim Finance Director Lucas for their work on the Covid-19 Small Business Relief Fund.
- Thanked Public Works for their hard work during the back-to-back winter events and WMU for repairing waterline breaks.

Commissioner Reed:

- Requested a crosswalk on East Broadway across to Church Alley on the east side of Broadway (to be discussed at the Public Works Committee meeting).
- Reported that Ms. Harriet Keene at 30 Ashland Avenue is still requesting a “Children at Play” “Special Needs Child” be installed on Ashland Avenue.
- Thanked Public Works for their work during the snow/ice event. She also commended Bridget Stidham for being in the office and taking calls during this time.
- Thanked Robert Pritchett of Broadway **Café** and Bobby Wolf, Little Debbie Distributor, for feeding first responders on Presidents Day at no charge.

Commissioner Cox:

- Thanked Public Works for doing a great job during the snow/ice events. He noted the city streets were better cleaned than State roads.
- Noted the Group Work Camp would be July 11-17, 2021 and that there would be 411 kids and 114 adults to come to Winchester. He stated that the Group Work Camp organization decided to limit the repairs to outside of the homes. He noted he and Debbie Fatkin from the Community Need Center would be on the radio on Friday discussing the Group Work Camp and that they needed people from the community to sign up for repairs by going to the website at [winchestercwg.org](http://winchestercwg.org).

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Commissioner Strobe:

- Thanked Public Works for doing a great job during the snow/ice events and the Police and Fire Departments. She stated the community had a lot to be thankful for.
- She stated she'd received positive comments about the Covid-19 Small Business Fund program.
- She reported there is heavy truck traffic on Boone Avenue and she had spoken to Captain Craycraft about this issue.
- Requested that South Main Street be paved.
- Noted the Blessing Boxes at First Christian Church was stocked full and there needed to be other Blessing Boxes in the community for those in need.

Mayor Burtner:

- Reported he had received an email that stated on February 22, 2021, the Winchester Fire Department celebrated its 173<sup>rd</sup> year of being in operation. When first started the department was known as "Old Rough & Ready".
- Thanked everyone for their hard work during the winter events recently. Noted Public Works, Police Department, Sheriff's Office, County Road crews, Constables, Winchester Fire/EMS and County Fire were all busy and noted we are duty bound to take care of our neighbors.

**ADJOURN MEETING**

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

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Edallen York Burtner, Mayor

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Joy Curtis, City Clerk