

**WINCHESTER BOARD OF COMMISSIONERS SPECIAL MEETING HELD
MARCH 1, 2022 4:30 PM 368**

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

PRESIDING :

Mayor Edallen York Burtner

PRESENT:

Commissioner JoEllen Reed
Commissioner Joe Chenault
Commissioner Kitty Strode
Commissioner Shannon Cox

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

City Attorney William A. Dykeman were present via phone.

Upon determining that a quorum was present for the transaction of business, Mayor Burtner called the March 1, 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 Chenault, and with unanimous vote, the minutes from the February 15, 2022 Special (4:30 pm) and Regular (5:30 p.m.) meetings were approved as presented.

DEPARTMENTAL AND AGENCY REPORTS

- A. Winchester Municipal Utilities Departmental Report for February 17, 2022
- B. Winchester Municipal Utilities Financial and Budget Summary - January 2022
- C. Winchester Municipal Utilities Commission Accounts Payable - Transactions for the Period January 17-28 and January 31-February 11, 2022
- D. Winchester Municipal Utilities Commission minutes from the January 20, 2022 meeting
- E. Semi-Annual Agenda for Phone Conference February 15, 2022
- F. Winchester/Clark County EMA/CSEPP meeting agenda for February 14th and minutes from the January 10, 2022 meeting
- G. Clark County KY-ASAP minutes from the January 20, 2022 meeting
- H. Office of Planning & Community Development 2021 Annual Report
- I. Winchester Municipal Utilities Balance Sheet as of January 31, 2022
- J. Winchester/Clark County Board of Adjustments Agenda for the February 24, 2022 meeting

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

INFORMATIONAL ITEMS

- A. Clark County Harm Reduction Report for January 2022 from the Clark County Health Department
- B. Clark County Health Department ASAP Meeting Report dated January 17, 2022
- C. Memorandum to Mayor Burtner regarding the transitioning of Driver License services dated February 14, 2022

WORK SESSION

**Vacant Property Local Implementation
Scholarship Application
Shanda Cecil**

Ms. Shanda Cecil reported a delegation from the City spent time at a Vacant Property Leadership Institute learning valuable information. She noted they'd like to update the Commission on what they had learned. She stated they can receive technical assistance in any capacity as it relates to vacant properties. She stated the delegation had chosen the area of rental properties. She stated the City needs better programming for rental tenants and landlords. She noted this would be 80 hours of technical assistance.

Commissioner Reed stated Winchester and Louisville were the only two communities from Kentucky to attend this Leadership Institute.

**High Side of Main Street Streetscape/Park
Palmer Engineering**

Mr. David Lindeman with Palmer Engineering updated the Board on the Streetscape Project that was initiated in the last few years. He stated the key project aspects are utilities, parking, and landscaping. He stated there were utility vaults on the high side of Main Street and they'd need to possibly relocate subsurface utilities and storm sewers as part of the project.

Mr. Lindeman noted they looked at providing diagonal parking along the high side of Main Street with traditional parking on the Courthouse side of Main Street. He stated they also looked at rear access parking, designated delivery locations and converting Main Street from Lexington Avenue to Broadway to a City street instead of a state roadway.

Mr. Lindeman reported this project could include seating areas for outside dining, raised wall seats for downtown events, decorative facades, and in the middle of the high side, a traditional wheelchair handicapped ramp.

Mr. Lindeman spoke regarding project implementation which could take up to 10 months, getting stakeholders' input on the project, final development planning, accurate cost estimates for the project, assistance with grant writing, and also help with the bid documents and bidding of the project, noting that this project could be constructed in phases.

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Mayor Burtner noted the concerns the City had with regard to changing Main Street to a City street from a state roadway as there were many negotiations that would need to be made between the City and State Government, and the costs associated with taking over a state road.

Mayor Burtner thanked Mr. Lindeman and Palmer Engineering for their update.

Mr. Brian Ward, Palmer Engineering and Mr. Chad Walker, Main Street Winchester President were present.

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

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

Mayor Burtner called the meeting back into open session.

ADJOURN MEETING

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

Edallen York Burtner, Mayor

Joy L. Curtis, City Clerk