

**PLEDGE OF ALLEGIANCE - Commissioner Cox**  
**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, Deputy City Clerk Dianna Layne, and HR/Risk Manager Tammy Shelton were present. City Attorney William Dykeman was present via telephone.

Upon determining that a quorum was present for the transaction of business, Mayor Burtner called the April 6, 2021 regular meeting to order at 5:30 p.m. in the Commission Chambers of City Hall.

**COMMENTS FROM THE GENERAL PUBLIC CONCERNING ITEMS NOT ON THE AGENDA**

Mr. Anthony Grisby, 135 Fifth Street, and Mr. Perry Gordon, 142 Fifth Street, are having a dispute over parking. The police have been called by both parties on numerous occasions. Mr. Gordon informed Mr. Grisby that he would be addressing the City Commission about this issue; however, Mr. Gordon was not present. Mr. Grisby stated his concerns: 1) Mr. Gordon and/or his family are parking too close to Mr. Grisby's driveway and he is unable to get his truck and trailer out of his driveway; 2) Mr. Gordon parks in front of the only fire hydrant on the street; 3) Mr. Gordon has a fence across the end of Fifth Street to keep people out; 4) in a conversation with Dianna Layne, it had been pointed out that Mr. Grisby's trailer and shed are on City property; and 5) Mr. Grisby had been told that the police were told not to respond to his phone calls.

Mayor Burtner pointed out that it is always best if neighbors can work together on issues, but if they are unable to do that, then it will be addressed in the Commission meeting. The Mayor said that he has never known a police officer to be told not to respond to a citizen's phone calls, and he pointed out that anyone can park in front of anyone's house on a public street unless it is designated as a no parking area. No one owns the parking spot in front of their house. Parking in front of a fire hydrant and constructing a fence across a public road are two concerns that need to be addressed. In looking at the GIS map, it was noted that Mr. Grisby's trailer and shed are on City property and the two parcels beside Mr. Gordon's home are listed as belonging to the Silas Hughes Estates and Harvey Lisle Estate. Mayor Burtner asked Mike and Chief Palmer to address this situation and report back to the City Commission at the next meeting.

**NEW BUSINESS**

**Request s for Street Closure**  
**May 29<sup>th</sup>, June 26<sup>th</sup>, July 31<sup>st</sup>, and August 21<sup>st</sup>, 2021**  
**Remember When Cruiserz Car Cruise**

Mr. Robbie Fountain, representing Remember When Cruiserz, was present and addressed this request. The street closure request was not preapproved by the Police Department or reviewed by Main Street Winchester. There was some concern expressed about Main Street from Washington to Lexington Avenue being closed for an entire day. The Mayor asked to defer approval of this event until the Police Department and MSW have reviewed it. He also asked Mr. Fountain if Depot Street would work as a location, and Mr. Fountain agreed that would be fine. This item will be brought back for discussion at the April 20, 2021 meeting.

**Request for Out-of-State Travel**  
**June 12-19, 2021**  
**Firefighter Jonathan Beam, National Fire Academy**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this request was approved.

**Request for Out-of-State Travel**  
**June 26-July 3, 2021**  
**Lt. Joe Wheeling , National Fire Academy**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this request was approved.

**Request for Out-of-State Travel**  
**April 13-14 , 2021**  
**Lt. Jacob Allen , Ferno Cot Care Training Class**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this request was approved.

**Request for Qualifications**  
**Consulting Engineering Services**  
**Mike Flynn, Ci ty Manager**

This Request for Qualifications would allow us to have an agreement with qualified engineering firms and issue individual work orders under those agreements. There would not be a quantity of work associated with the agreements; it would just allow us to have a qualified engineer on standby. Each engineering firm would sign an individual contract for each project, and those contracts would come before the Commission for approval. On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this procedure was approved.

**Draft Dog Nuisance Ordinance**  
**William Dykeman, City Attorney**

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Samantha Blake sent an email outlining her concerns about dogs defecating in yards and owners not cleaning up the mess. Mr. Dykeman submitted a draft dog ordinance, but the main concern was how to enforce an ordinance of this nature and who would enforce the ordinance. Mr. Dykeman said enforcement of the ordinance could go through the Administrative Hearing Board. Code Enforcement Officer, Rebecca Power, said it would be near to impossible to enforce unless a person actually had proof on video. It was noted that the ordinance itself could be a deterrent and help with enforcement. This matter was deferred until a later date.

**Budget Shortfall Request for Funding  
Winchester/Clark County Parks & Recreation**

A request for \$38,748 was submitted by Jeff Lewis, Parks & Recreation Director. He is asking for the City of Winchester and the Clark County Fiscal Court to split this request, so the City's portion would be \$19,374. Parks & Recreation revenue is down greatly, mostly due to being shut down for four months by COVID restrictions. Commissioner Cox pointed out that there are still fixed costs such as pool maintenance even when the facility is shut down. City Manager Flynn recommended honoring this request, and Mayor Burtner suggested rounding it up. Upon motion by Commissioner Flynn, seconded by Commissioner Cox, and with unanimous vote, a transfer of \$20,000 to Parks & Recreation was approved.

**Kentucky Transportation Cabinet Request  
Curb Replacement Partnership  
City Manager Mike Flynn**

Manager Flynn wrote a letter to the Kentucky Transportation Cabinet requesting assistance with an estimated \$309,995 in curb replacement costs on State roadways in Winchester. This represents \$35/linear foot. In the past, KDOT has approved \$10/linear foot for curb replacement. It is their stance that the City is responsible for the curbs. The State no longer mills their roadways so the buildup over time causes the curbs to disappear. Thirteen locations were compiled by Manager Flynn, Daron Stephens, Engineering Tech, and Pat Clark, Public Works Director. These locations do not have at least 1½" height. If KDOT approves funding for this project, we will pare down the list and budget for curb replacements.

**Granicus Agenda/Minutes Management Program  
City Clerk Joy Curtis**

Interim Finance Director Michelle Lucas stated that this is a program that would allow any committee to put together agendas and do minutes while you sit in the meeting. Granicus offers a pilot program for sixty days at no cost. After that time, the subscription would last for 36 months at a cost of \$7,500/year. Upon motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, the pilot program was approved.

**OLD BUSINESS**

**Winchester Clark County Farmers Market  
Proposal/Order Form  
Brian Ward, Palmer Engineering**

Recreational Concepts was approved at the March 16, 2020 meeting as the vendor for the Winchester Clark County Farmers Market pavilion on Depot Street. However, Recreational Concepts has moved their timeline for delivery from 12 weeks to 22 weeks so WCCFM is recommending RCP Shelters for the construction of this pavilion. RCP Shelters' timeline is 18 weeks, and their cost of construction and installation is less than the previous bid. Upon motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, this change of vendor to RCP Shelters was approved. Mayor Burtner noted that at the April 20, 2021 meeting, we will need to present an Order rescinding Recreational Concepts and another Order appointing RCP Shelters for this project.

**ORDERS (General)**

**AN ORDER AWARDING A BID FOR THE STORM DRAIN REPAIR AND ROADWAY REPAIRS IN BLANTON ALLEY**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-63.

Engineering Tech Daron Stephens reported that this emergency project is about 90% complete.

**AN ORDER APPROVING FUNDING FROM THE DOWNTOWN DEVELOPMENT INVESTMENT FUND FOR DOWNTOWN REVITALIZATION OF A CERTAIN PROPERTY LOCATED AT 2 SOUTH MAIN STREET**

On motion by Commissioner Flynn, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-64.

**AN ORDER APPROVING FUNDING FROM THE DOWNTOWN DEVELOPMENT INVESTMENT FUND FOR DOWNTOWN REVITALIZATION OF A CERTAIN PROPERTY LOCATED AT 55 SOUTH MAIN STREET**

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-65.

**AN ORDER DECLARING A 2005 CROWN VICTORIA VEHICLE SURPLUS AND TRANSFERRED TO THE CLARK COUNTY SCHOOL BOARD TO BE USED BY SCHOOL RESOURCE OFFICE RS**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2021-66.

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**AN ORDER APPROVING THE PROPOSAL OF RIMAR ELECTRIC FOR REPLACEMENT OF POLE LIGHTS AND BASES IN HERITAGE PARK**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-67.

**PERSONNEL ORDERS ( General)**

**AN ORDER APPOINTING INTERIM FINANCE DIRECTOR AS ACTING CITY CLERK**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-68.

This appointment is for the April 20, 2021 City Commission meeting since City Clerk Joy Curtis and Deputy City Clerk Dianna Layne are scheduled to be out of town in training.

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

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2021-69.

**AN ORDER RECLASSIFYING JACOB WALSON FROM POLICE OFFICER II TO POLICE OFFICER III**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-70.

**AN ORDER EMPLOYING BETTY LUSTER TO FILL THE POSITION OF CROSSING GUARD**

On motion by Commissioner Flynn, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-71.

**AN ORDER EMPLOYING BRIANNE AYRES AS COMMUNICATIONS OFFICER I**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2021-72.

**AN ORDER EMPLOYING DEANA HOWARD AS COMMUNICATIONS OFFICER I**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-73.

**AN ORDER EMPLOYING ABIGAIL PIERSIELAK TO FILL THE POSITION OF PATIENT TRANSFER SPECIALIST-EMT**

On motion by Commissioner Flynn, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2021-74.

**AN ORDER EMPLOYING BILLY JONES TO FILL THE POSITION OF PATIENT TRANSFER SPECIALIST-EMT**

On motion by Commissioner Reed, seconded by Commissioner Flynn, and with unanimous vote, this order was adopted. Order No. 2021-75.

**AN ORDER ACCEPTING THE RESIGNATION OF JARED BROWN, SINGLE ROLE EMT**

On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-76.

**AN ORDER ACCEPTING THE RESIGNATION OF NICHOLAS STEINFORTH, FIREFIGHTER/PARAMEDIC**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2021-77.

**AN ORDER ACCEPTING THE RESIGNATION OF JAMES PARKS, OPERATOR II**

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2021-78.

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

Commissioner Flynn:

- Asked about the streetlights on Colby Ridge Boulevard, and Daron Stephens shared that Wayne Littrell has met with the electrician and Kentucky Utilities, and work should be starting by the end of this week.

Commissioner Reed:

- Stated the Oddfellows building and David Perdue's office building on Main Street have been sold.
- Senator Alvarado and Representative Dotson are scheduled to do a legislative update April 13, 2021, 2:00 p.m. at Bluegrass Community College.

Commissioner Cox:

- Appreciates the new street sign on the corner of Ashland and Fairview except that Ashland has been misspelled on both sides. This will be reported.

Commissioner Strode:

- Some of the flower boxes on Main Street have been painted by Public Works. Public Works is also making window boxes for the Chamber, and Commissioner Strode expressed her thanks to Public Works.

Mayor Burtner:

- Senator Alvarado has been scheduled to be on our April 20, 2021, 5:30 p.m. City Commission agenda to give a legislative update. He is also scheduled to be at the Mt. Sterling City Council later that evening.
- We received correspondence from the Department for Local Government that preliminary approval has been given for the Eugene Gay Splash Park in the amount of \$250,000. One of our local schools has offered to do some fundraising for this project, because the grant is a 50% match. This will be placed on the April 20, 2021 agenda for review and consideration.
- A letter was sent out March 1, 2021 to Randy Whisman, Building Inspector, about our ISO rating for building code effectiveness. They have evaluated Winchester and the rating has dropped, not because of anything we have done, but because of law and code changes at the State level. Mike Flynn, Rob Jeffries and Mayor Burtner met with Mr. VanderMaas of Insurance Services Office, Inc. by phone to discuss the matter. They are not going to publish this new classification until we work through the issues. Mr. VanderMaas was very helpful and said he would work with us.
- Expressed congratulations to the GRCHS boys basketball team for making it to the second round of Sweet Sixteen and the girls basketball team for making it to the semi-finals of the 10<sup>th</sup> Regional Tournament. Softball and Baseball seasons have started.

Upon motion by Commissioner Cox, seconded by Commissioner Flynn, this part of the meeting ended and the Commission moved into closed session to discuss

XX PERSONNEL MATTERS KRS CHAPTER 61.810 (f)

## **ADJOURN MEETING**

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

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Edallen York Burtner, Mayor

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Dianna L. Layne, Deputy City Clerk