

**WINCHESTER BOARD OF COMMISSIONERS REGULAR MEETING HELD  
SEPTEMBER 6, 2022 5:30 PM 414**

**PLEDGE OF ALLEGIANCE - Commissioner Reed**

**INVOCATION - Mayor Burtner**

**PRESIDING:**

Mayor Edallen York Burtner

**PRESENT:**

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

City Manager Mike Flynn, Deputy City Clerk Dianna Layne, 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 September 6, 2022 regular meeting to order at 5:48 pm in the Commission Chambers of City Hall.

**RECOGNITION**

Mayor Burtner and the City Commission presented Mr. Eric Horseman a key to the City and recognized him for his 30 years of service to the City of Winchester. During this time, the Mayor stated Mr. Horseman had videoed over 720 City Commission meetings. He stated Mr. Horseman also recorded the Clark County Fiscal Court and Winchester Municipal Utilities Commission meetings.

**Eric Horseman Day  
September 6 , 2022  
Proclamation**

**Whereas**, the City of Winchester has City Commission meetings on the first and third Tuesdays of each month; and

**Whereas**, pursuant to KRS 61.835, "The minutes of action taken at every [City Commission] meeting, setting forth an accurate record of votes and actions at such meetings, shall be promptly recorded and such records shall be open to public inspection at reasonable times no later than immediately following the next meeting of the body"; and

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**Whereas**, in order to comply with KRS 61.835, the City of Winchester enlisted Eric Horseman to help facilitate the taping of those meetings and the presentation of the agenda at those meetings; and

**Whereas**, Mr. Horseman started recording the City Commission meetings for the City of Winchester since 1992 to the present time, and has faithfully and diligently served in this capacity;

**Now, therefore**, I, Ed Burtner, Mayor of the City of Winchester, and the City Commissioners, do hereby proclaim September 6, 2022 as Eric Horseman Day, in the City of Winchester, and encourage everyone to join us in honoring and celebrating Mr. Horseman for his thirty (30) years of service.

Signed this 6<sup>th</sup> day of September 2022.

**PRESENTATION**

**North Main Street Storm Sewer Project  
Jonathan McCracken**

Mr. Jonathan McCracken with Prime AE discussed the North Main Street Storm Sewer Project. He stated this project would be from US 60 (Sterling Street) to Barnes Drive. He noted there were no storm sewers from Magnolia Street to Barnes Drive. He noted even though there is a blacktop curbing on one side of North Main Street, water continues to run off from those streets connected to North Main Street. Mr. McCracken stated there were numerous complaints about the water runoff flowing to the area where the storage building property is located.

Mr. McCracken noted this project will cost \$967,216 to complete.

City Manager Flynn noted there would be an order on this project at a future meeting.

**NEW BUSINESS**

**September 20, 2022 City Commission  
Meetings**

Due to a conflict of schedules, Commissioners Reed and Strode will not be attending the Kentucky League of Cities Conference. The Commission made the decision to hold a special City Commission meeting at 4:00 pm to discuss business.

**Set Trick or Treat Date**

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On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, the Board set Trick or Treat on Monday, October 31, 2022 from 6:00 to 8:00 pm.

**Request to Close Main Street Car Show  
to Benefit Clark County Community Services**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, the Board approved the Car Show to benefit the Clark County Community Services, scheduled for Saturday, September 24, 2022 from 5-9 pm on North Main Street between Washington Street and Broadway.

Ms. Debbie Fatkin, Clark County Community Services Director was present.

**Request for Out-of-State Travel  
Deputy Finance Director Tammy Butler**

On motion by Commissioner Strode, seconded by Commissioner Chenault, and with unanimous vote, the request for out-of-state travel for Deputy Finance Director Tammy Butler to attend the SSI Conference in Columbus, Ohio October 19-21, 2022 was approved.

**Request to Close Depot Street October 8, 2022  
for Fire Prevention Month Safety Event**

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, the Board approved closing Depot Street from 12-3 p.m. for the Fire Prevention Month Safety Event on October 8, 2022.

**ORDINANCE ( First Reading )**

**AN ORDINANCE APPROVING THE CHANGE OF ZONING CLASSIFICATION OF A TRACT OF LAND CONTAINING 0.3 ACRES, MORE OR LESS, LOCATED AT 139 EAST BROADWAY, WINCHESTER, KENTUCKY, FROM SINGLE FAMILY (R-1D) ZONING TO GENERAL BUSINESS (B-4) ZONING**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this ordinance passed first reading.

**AN ORDINANCE IMPOSING AN AD VALOREM TAX ON MOTOR VEHICLES AND WATERCRAFT FOR THE CAL ENDAR YEAR 2023**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this ordinance passed first reading.

**ORDERS (General)**

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**AN ORDER APPROVING UNIT COSTS AND AWARDING A BID FOR THE FY2023  
PAVING PROGRAM**

On motion by Commissioner Chenault, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2022-164.

**PERSONNEL ORDERS (F irst Reading)**

**AN ORDER AMENDING STANDARD OPERATING PROCEDURES FOR THE PUBLIC  
WORKS DEPARTMENT**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF PATIENT TRANSFER  
SPECIALIST (Fire/EMS Department) (P ersonnel and Pay Classi fication Plan)**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF SINGLE ROLE  
EMERGENCY MEDICAL TECHNICIAN (Fire Department) (Personnel and Pay  
Classification Plan)**

On motion by Commissioner Cox, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF SINGLE ROLE PARAMEDIC  
(Fire Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF FIRE DEPARTMENT  
LIEUTENANT (Fire/EMS) (Personnel and Pay Classification Plan)**

On motion by Commissioner Chenault, seconded by Commissioner Cox, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF EMS OFFICER (Fire/EMS)  
(Personnel and Pay Classification Plan)**

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

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**AN ORDER AMENDING THE POSITION DESCRIPTION OF FIRE MARSHAL (Fire/EMS)  
(Personnel and Pay Classification Plan)**

On motion by Commissioner Chenault, seconded by Commissioner Strode, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF FIRE TRAINING OFFICER  
(Fire/EMS) (Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF BATTALION CHIEF  
(Fire/EMS) (Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order passed first reading.

**AN ORDER AMENDING THE POSITION DESCRIPTION OF FIRE CHIEF (Fire/EMS)  
(Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER ADOPTING THE POSITION DESCRIPTION OF EMS TRAINING OFFICER  
(Fire Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER ADOPTING THE POSITION DESCRIPTION OF EMS LIEUTENANT (Fire  
Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Strode, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**AN ORDER ADOPTING THE POSITION DESCRIPTION OF BRIGADE CHIEF (Fire  
Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Reed, seconded by Commissioner Strode, and with unanimous vote, this order passed first reading.

**AN ORDER ADOPTING THE POSITION DESCRIPTION OF FIRE INSPECTOR (Fire  
Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Chenault, seconded by Commissioner Reed, and with unanimous vote, this order passed first reading.

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**AN ORDER ADOPTING THE POSITION DESCRIPTION OF ASSISTANT FIRE CHIEF  
(Fire Department) (Personnel and Pay Classification Plan)**

On motion by Commissioner Strode, seconded by Commissioner Chenault, and with unanimous vote, this order passed first reading.

**PERSONNEL ORDERS (General)**

**AN ORDER ACCEPTING THE RESIGNATION OF ANDREW ROYSE, FFIII/EMT**

On motion by Commissioner Cox, seconded by Commissioner Chenault, and with unanimous vote, this order was adopted. Order No. 2022-165.

**AN ORDER ACCEPTING THE RESIGNATION OF CHAD WELLS, BACKUP BUILDING INSPECTOR**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2022-166.

**AN ORDER ACCEPTING THE RETIREMENT OF MICHAEL SMITH, OPERATOR II**

On motion by Mayor Burtner, with regret, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2022-167.

**AN ORDER EMPLOYING DAVID BARNETT TO FILL THE POSITION OF CROSSING GUARD**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order was adopted. Order No. 2022-168.

**AN ORDER EMPLOYING HUNTER DURHAM TO FILL THE POSITION OF PART-TIME LABORER**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2022-169.

**AN ORDER RECLASSIFYING JACOB B ROCK**

On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2022-170.

**AN ORDER RECLASSIFYING MARCUS JONES**

On motion by Commissioner Reed, seconded by Commissioner Chenault, and with unanimous vote, this order was adopted. Order No. 2022-171.

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**AN ORDER RECLASSIFYING HARVEY CHENAULT**

On motion by Commissioner Cox, seconded by Commissioner Reed, and with unanimous vote, this order was adopted. Order No. 2022-172.

**AN ORDER PROMOTING JON LARRETT FROM POLICE OFFICER III TO POLICE SERGEANT**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2022-173.

Sgt. LaRrett’s family were present for the pinning ceremony, Ingrid, Conner, and Carmen.

**AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL (Police Department)**

On motion by Commissioner Chenault, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2022-174.

**AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL (Public Works Department)**

On motion by Commissioner Reed, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2022-175.

**AN ORDER GRANTING EDUCATIONAL CERTIFICATION INCENTIVE SALARY INCREASES TO CERTAIN PERSONNEL (Fire Department)**

On motion by Commissioner Chenault, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2022-176

**AN ORDER GRANTING SALARY INCREASES TO ALL PERSONNEL OF THE POLICE DEPARTMENT**

On motion by Commissioner Chenault, seconded by Commissioner Reed, with Commissioner Cox voting no, this order was adopted by a 4-1 vote. Order No. 2022-177.

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

Commissioner Chenault:

- Stated all the Labor Day events had gone well and everyone was satisfied.
- He stated the Board will look at raises for other departments down the road.

Commissioner Reed:

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- Thanked Commissioner Strode and Erika O’Brien with the work they did on the Pioneer Festival.

Commissioner Cox:

- Stated everything went great over the weekend with just a few minor complaints.
- Stated he’s been to Eastern Kentucky and has seen some progress.

Commissioner Strode:

- Noted the Pioneer Festival was very well attended. Food vendors ran out of food.
- Noted people thought the Festival should be back at College Park but noted the Festival had outgrown College Park. She also stated the downtown businesses were dead when the Festival was at College Park.
- Noted everything was cleaned up after the Festival on Sunday night.
- Thanked Public Works, Police, Fire, and Power County Search & Rescue for their assistance.

Mayor Burtner:

- Commended Commissioner Strode and her committee for their diligent work on the Pioneer Festival. Stated everyone on the committee knows their jobs and gets them done.
- Commended the Labor Day Committee for a great job picking Jane Burnham for the parade’s Grand Marshall.

**ADJOURN**

With no further business, on motion by Commissioner Cox, seconded by Commissioner Chenault, 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