

**WINCHESTER BOARD OF COMMISSIONERS SPECIAL MEETING HELD
FEBRUARY 7, 2023**

4:30 PM

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PLEDGE OF ALLEGIANCE - Fire Chief Chris Whiteley

INVOCATION - Father Jim Trimble, Emmanuel Episcopal Church

PRESIDING :

PRESENT:

Mayor JoEllen Reed

Commissioner Kenny Book
Commissioner Shannon Cox
Commissioner Hannah Toole

City Manager Mike Flynn, City Attorney William A. Dykeman, HR/RM Tammy Shelton, Deputy City Clerk Dianna Layne, and the City Clerk were present.

Commissioner Kitty Strode was absent and excused.

Upon determining that a quorum was present for the transaction of business, Mayor Reed called the February 7, 2023 special meeting to order at 4:30 pm in the Commission Chambers of City Hall.

MINUTES

On motion by Commissioner Cox, seconded by Commissioner Toole, and with unanimous vote, the minutes from the January 17, 2023 Special (4:30 pm) and Regular (5:30 pm) meetings were approved as presented.

DEPARTMENTAL AND AGENCY REPORTS

- A. Winchester/Clark County Industrial Development Authority minutes from the December 12, 2022 meeting
- B. Winchester/Clark County Parks & Recreation Attendance Log for July-December 2022
- C. Winchester/Clark County Parks & Recreation minutes from the December 19, 2022 meeting
- D. Monday Morning Memo for the weeks of January 9, 16, and 23, 2023 from W/CC Industrial Development Authority Director Brad Sowden
- E. Clark County KY-ASAP minutes from the November 17, 2022 meeting
- F. Winchester/Clark County Tourism Commission minutes from the November 15, 2022 meeting
- G. Perry’s Inspection Bureau, LLC Electrical Inspection Reports for May-December 2022
- H. Winchester Municipal Utilities Departmental Report for January 19, 2023
- I. Winchester Municipal Utilities Commission minutes from the December 15 and 27, 2022 and January 12, 2023 meetings
- J. Winchester Municipal Utilities Commission Accounts Payable - Transactions for the Period December 12-30, 2022
- K. City of Winchester Account Balances Report from Interim Finance Director Tammy Butler for the First Quarter 2023
- L. Clark County Geographic Information System Consortium Staff Report for December 2022-January 2023
- M. Clark County Geographic Information System Consortium Financial & Budget Summary - December 2022
- N. Clark County Geographic Information System Consortium Accounts Payable as of December 31, 2022
- O. Clark County Geographic Information System Consortium minutes from the December 29, 2022 meeting
- P. Winchester/Clark County Parks & Recreation Balance Sheet as of December 31, 2022
- Q. Winchester/Clark County Parks & Recreation Profit & Loss Statement for December 2022
- R. Winchester/Clark County Parks & Recreation Revenue & Expense Report from July to December 2022
- S. Winchester Municipal Utilities Commission Accounts Payable - Transactions for the Period January 16-27, 2023
- T. Winchester Municipal Utilities Commission minutes from the January 19, 2023 meeting

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U. Code Enforcement Report from Rebecca Power, Code Enforcement Officer for the years 2019-2022

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

INFORMATIONAL ITEMS

- A. Correspondence from Mark Haney, Director, Kentucky State Fire Marshal, Division of Fire Prevention to Fire Chief Chris Whiteley delegating authority to Fire Chief Whiteley and fire prevention officers he designates as Deputy Fire Marshals
- B. Town Branch Wall Alley Culvert Repair notice the date for submitting bids had been extended to February 2, 2023
- C. Clark County Harm Reduction Program - Reporting Period: December 2022
- D. Clark County Health Department ASAP Meeting Report for January 19, 2023
- E. Proclamation designating February 6-10, 2023 as Family Resource & Youth Services Coordinators Appreciation Week
- F. Blue Grass Community Foundation Statement of activity for October 1-December 31, 2022
- G. Correspondence from Pamela Smith, President, International Institute of Municipal Clerks congratulating Dianna Layne for earning her Master Municipal Clerk designation

WORK SESSION

**Fire Department 's Five Year Strat egic Plan
Fire Chief Chris Whiteley**

Fire Chief Chris Whiteley updated the Commission on the Fire Department's Five Year Strategic Plan. He stated from August 2021 to January 2022, the Department performed a SWOT Analysis - analyzing an organization's Strengths, Weaknesses, Opportunities, and Threats. He stated the goal of the SWOT Analysis was to build on the Department's strengths, improve on weaknesses, take advantage of opportunities, and eliminate or minimize any threats.

Chief Whiteley stated there were twelve focus spots the Department looked at: the adequacy of staffing, assessment of the current apparatus and a replacement plan, current physical facilities as well as facilities updates, training and training programs, records retention procedures, Standard Operating Procedures, Policies, and Guidelines, Organizational and Operational Structure, and the chain of command, fire district demographics, recruitment and retention programs, response times, fire prevention programs which includes fire inspections and fire safety education programs and other services in general that are expected of the Fire Department.

Chief Whiteley noted he had received requests from other fire agencies to share Winchester Fire Department's Five Year Strategic Plan.

Commissioner Book stated his concerns regarding the ISO rating.

Mayor Reed noted there were 13 fire personnel attending classes at BTC who will be graduating in Fire Technology in May 2023 and will be receiving their Associates Degree.

**Building a More Competitive Bl uegrass Region
Mr. Brad Sowden, W/CC In dustrial Development Authority**

Mr. Brad Sowden spoke regarding the Bluegrass Alliance. This group has been in existence for some time. This group is committed to the community effort of bringing the opportunity for better industrial development. He stated there was a nine-county group consisting of Clark, Bourbon, Fayette, Franklin, Jessamine, Madison, Montgomery, Scott, and Woodford Counties. He stated the goal is to identify a limited number of new efforts that would be impactful, provide benefit to

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the whole region, be financially feasible, and have the broad support needed from public and private leaders in these communities to be successfully implemented.

Mr. Sowden noted the communities in the Bluegrass Alliance should consider appropriating funds to assist with economic development. He stated the possible cost would be \$1.00 per resident, if the City had 19,000 residents, then the City could appropriate \$19,000. If the City appropriates \$15,000, then we would have a seat at the table.

He stated the greatest advantage to Clark County would be surrounding communities do not have available product - land and buildings to house industries. He stated the Industrial Park has 70 contiguous acres and another 80 acres. He noted our community not only has the land, but also the strategic location being near to I-64 and I-75.

City Attorney Dykeman inquired if the Pool 10 would be a drawing point for “wet” industries.

ADJOURN TO CL OSED SESSION

On motion by Commissioner Cox, seconded by Commissioner Book, and with unanimous vote, the Board adjourned to closed session to discuss the following:

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

CALL MEETING BACK INTO OPEN SESSION

Mayor Reed called the meeting back into open session.

ADJOURN MEETING

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

JoEllen Reed, Mayor

Joy L. Curtis, City Clerk