

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

PRESIDING :

Mayor Edallen York Burtner

PRESENT:

Commissioner JoEllen Reed
Commissioner Joe Chenault
Commissioner Kitty Strode

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

Commissioner Shannon Cox and 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 15, 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 March 1, 2022 Special (4:30 pm) and Regular (5:30 p.m.) meetings were approved as presented.

DEPARTMENTAL AND AGENCY REPORTS

- A. Winchester/Clark County Joint EMS Committee minutes from the September 14, 2021 meeting
- B. Main Street Winchester minutes from the February 8, 2022 meeting
- C. Main Street Winchester Financial Statements for February 2022
- D. Main Street Winchester Director’s Report for March 2022
- E. Winchester Municipal Utilities Accounts Payable - Transactions for the Period February 14-25, 2022
- F. Winchester Municipal Utilities Departmental Report - February 17, 2022
- G. Winchester Municipal Utilities Commission minutes from the February 17, 2022 meeting
- H. Winchester/Clark County Administrative Hearing Board minutes from the January 10, 2022 meeting
- I. Winchester/Clark County Industrial Development Authority minutes from the January 24, 2022 meeting
- J. Winchester/Clark County Industrial Development Authority Internal Financial Report for period ending January 31, 2022
- K. Clark County Geographic Information System Consortium minutes from the January 25, 2022 meeting
- L. Clark County Geographic Information System Consortium Financial and Budget Summary - January 2022
- M. Clark County Geographic Information System Consortium Accounts Payable as of January 31, 2022
- N. Clark County Geographic Information System Consortium Staff Report for January/February 2022
- O. Winchester/Clark County Parks & Recreation minutes from the January 24, 2022 meeting

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

INFORMATIONAL ITEMS

- A. Correspondence from Human Resources Director Tammy Shelton regarding the promotional process of Police Chief
- B. Correspondence from Planning Director Robert Jeffries regarding a public hearing on a proposed subdivision plat at 1480 Rolling Hills Lane

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- C. Correspondence from Planning Director Robert Jeffries regarding a public hearing on preliminary subdivision plat at 2130 McClure Road
- D. Kentucky Division of Water - 2021 General Permit Annual Compliance Report, Phase II Stormwater MS4
- E. Correspondence from City Personnel regarding transfer of traffic signs from the City of Winchester to Dawson Springs, Kentucky

WORK SESSION

**Winchester/Clark County Transit Authority
Shelter Project
Tyler Burris**

Mr. Tyler Burris, Kentucky River Foothills Development Council Transportation Director, updated the Board on the transit service in Winchester/Clark County. He stated when the Covid pandemic hit, the transit service still operated but on a very curtailed ridership. He noted with less cases, the service is now back up to full capacity. He stated tickets are \$1.00 per day, 10 tickets for \$7.00, and \$30 round-trip to Louisville.

He reported the transit service has designated stops around Winchester/Clark County, and the routes are updated from time to time depending on ridership. He also reported if a rider needs a specific drop-off, they can call 48 hours ahead of scheduled pick-up and will be delivered to the designated drop-off. He also stated if a rider couldn't get to a bus stop, they could also schedule a home pick-up 48 hours before to get on the schedule.

Mr. Burris requested the City to support a proposed project to install shelters at the transit stops for riders. He stated he would be applying for grants for shelters in the communities the KRFDC services. He stated if the grant is awarded, there is an 80% Federal and 20% local match. He stated the average cost of the shelter was \$5-7,000 and Winchester/Clark County would need eight.

Mayor Burtner asked Mr. Burris if he would be willing to check with the Area Technology Center at George Rogers Clark to see if they could assist with the manufacture of these shelters as they have a welding class.

Mr. Burris stated he would check with the KDOT to see if the grants would allow students at the Area Technology Center can participate.

**Comprehensive Plan
Planning Director Robert Jeffries**

Mr. Robert Jeffries, Planning Director, reported the State requires cities to update their Comprehensive Plan every five years. He stated the Planning Commission wanted to hire a firm to assist with this endeavor. He noted he had already spoken with the Fiscal Court regarding this matter and the Fiscal Court wanted to send out Requests for Proposals (RFP's) to get cost of proposal before allocating any funds for the Plan.

Mr. Jeffries stated the 2018 Comprehensive Plan only needed a few updates for the 2023 Comprehensive Plan. He stated he considered the Committee and planning firm could probably complete the newest Comprehensive Plan by January 2023. He

mentioned one of the items to be included in the 2023 Plan is solar energy. He stated the Committee and Planning Commission could set up a meeting for those sending in proposals for the project.

Mayor Burtner inquired if the Planning Commission could make this meeting mandatory for any firm wanting to send in a proposal to be at this meeting (Zoom) to be eligible for submitting proposals.

Mayor Burtner asked Mr. Jeffries to make sure the City Commission and Fiscal Court are included in the review of the RFP's before they are sent out.

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Commissioner Reed inquired if the City had been able to accomplish any of the goals in the 2018 Comprehensive Plan.

Mr. Jeffries stated there was no one that had completed the Implementation Section of the Comprehensive Plan and made the suggestion that the Comprehensive Plan Committee could meet to review the 2018 Comprehensive Plan and complete the Implementation Section before starting on the 2023 Plan.

On motion by Commissioner Strode, seconded by Commissioner Reed, and with unanimous vote, the Board approved the support of a strategy to solicit RFP's without costs identified and a mandatory meeting for those firms wanting to submit RFP's.

ADJOURN TO CLOSED SESSION

On motion by Commissioner Chenault, seconded by Commissioner Strode, 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 Chenault, seconded by Commissioner Reed, and with unanimous vote, the meeting was adjourned.

Edallen York Burtner, Mayor

Joy L. Curtis, City Clerk