

**WINCHESTER BOARD OF COMMISSIONERS REGULAR MEETING HELD  
MARCH 21, 2023**

**5:30 PM**

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**PLEDGE OF ALLEGIANCE - Police Sgt. Travis Thompson**

**INVOCATION - Dylan Bjorklund, Sr. Minister, Christview Christian Church**

**PRESIDING:**

**PRESENT:**

Mayor JoEllen Reed

Commissioner Kenny Book  
Commissioner Shannon Cox  
Commissioner Hannah Toole  
Commissioner Kitty Strode

City Manager Mike Flynn, HR/RM Tammy Shelton, 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 Reed called the March 21, 2023 regular meeting to order at 5:30 pm in the Commission Chambers of City Hall.

**PRESENTATION**

**ManSea Metals  
Mr. John Griffith**

Mr. Brad Sowden, Industrial Development Authority Director introduced Mr. John Griffith. Mr. Griffith spoke regarding ManSea Metals, a business he opened in 2007 with his wife Tammy and partner Pat Brown. He stated his business was named after his two daughters, Mandy and Chelsea.

Mr. Griffith noted before opening his metal buildings business, he had been a builder for many years. He stated his business builds metal barns and garages and has over 40 employees in Winchester and over 70 employees between his business here and in Ohio. He also stated he had purchased acreage behind the Amazon building to expand.

Mr. Griffith stated he is always in need of employees that have personality, work ethic, and math skills to work for him. He did note that he has worked with the high school/ATC for possible employees and had hired a high school student who has gone on to be one of his best designers.

Mayor Reed commended Mr. Griffith on being a community partner.

**DEPARTMENTAL AND AGENCY REPORTS**

- A. Monday Morning Memo for the weeks of February 27 and March 6, 2023 from Brad Sowden, Industrial Development Authority Director
- B. EMA/CSEPP minutes from the February 13, 2023 meeting
- C. Winchester/Clark County Administrative Hearing Board minutes from the February 6, 2023 meeting
- D. Winchester Licensing Board minutes from the October 10, 2022 meeting
- E. Winchester/Clark County Transit Monthly Ridership Trends and Report
- F. Winchester Fire Department Monthly Memo for the month February 16-March 17, 2023 from Fire Chief Chris Whiteley
- G. City of Winchester, Kentucky Cash Report for Month Ending February 28, 2023
- H. City of Winchester Account Details for Period February 2023
- I. Clark County KY-ASAP minutes from the February 16, 2023 meeting

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

**INFORMATIONAL ITEMS**

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- A. Correspondence from the Arbor Day Foundation naming Winchester a 2022 Tree City USA community
- B. Kentucky Division of Water 2022 General Permit Annual Compliance Report Phase II Stormwater MS4

**NEW BUSINESS**

**Request to close the North Main Street  
Many Friends Park  
Saturday, May 20, 2023**

On motion by Commissioner Strode, seconded by Commissioner Toole, and with unanimous vote, the Board approved the closure of the Many Friends Park on Saturday, May 20, 2023 from 10:00 a.m. to 3:00 p.m. for the Annual Scooped Fundraiser.

**Request for Out-of -State Travel  
Winchester Police Department**

On motion by Commissioner Toole, seconded by Commissioner Strode, and with unanimous vote, the request for out-of-state travel to Gatlinburg, Tennessee for the High Intensity Drug Trafficking Area (HIDTA) was approved.

**Request to Close North Main Street  
Many Friends Park  
Saturday, April 8, 2023**

On motion by Commissioner Book, seconded by Commissioner Cox, and with unanimous vote, the Board approved the closure of the Many Friends Park on Saturday, April 8, 2023 from 10:00 a.m. to 2:00 p.m. for the Shop Hop.

Ms. Cameron Correll, Director of Marketing & Events, reported that during the week before the Shop Hop, there would be a Shop Hop Pass that can be used during the week and be presented at the Shop Hop for a drawing to win a Prize Basket.

**City Manager's Report  
March 21, 2023**

On motion by Commissioner Strode, seconded by Commissioner Toole, and with unanimous vote, the City Manager's Report for March 21, 2023 was approved as presented.

Mayor Reed commended City Manager Flynn for his monthly comprehensive report.

**ORDERS (General)**

**AN ORDER APPROVING A SCOPE OF WORK WITH THE KENTUCKY LEAGUE OF CITIES FOR THE WINCHESTER CITY COMMISSION WORK PLAN IN THE AMOUNT OF \$6,000**

On motion by Commissioner Book, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2023-95.

**AN ORDER APPROVING FUNDING FROM THE DOWNTOWN DEVELOPMENT INVESTMENT FUND FOR A ROOF STABILIZATION GRANT AT 24 NORTH MAIN STREET IN THE AMOUNT OF \$5,000**

On motion by Commissioner Strode, seconded by Commissioner Toole, and with unanimous vote, this order was adopted. Order No. 2023-96.

**AN ORDER ACCEPTING AND APPROVING THE RECEIPT OF FUNDS FROM THE NEW NATIONAL OPIOID SETTLEMENTS**

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On motion by Commissioner Book, seconded by Commissioner Toole, and with unanimous vote, this order was adopted. Order No. 2023-97.

**PERSONNEL ORDER (Second Reading)**

**AN ORDER AMENDING SECTION 8 - PAID AND UNPAID LEAVES, HOLIDAYS, OF THE PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF WINCHESTER'S EMPLOYEE HANDBOOK (Personnel Policies and Procedures**

On motion by Commissioner Cox, seconded by Commissioner Toole, and with unanimous vote, this order passed second reading and was adopted. Order No. 2023-98.

**PERSONNEL ORDER (First Reading)**

**AN ORDER AMENDING POSITION DESCRIPTIONS IN CITY HALL (Personnel and Pay Classification Plan)**

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

**PERSONNEL ORDERS (General)**

**AN ORDER EMPLOYING SAVANAH CASTNER TO FILL THE POSITION OF PART TIME SINGLE ROLE EMT**

On motion by Commissioner Cox, seconded by Commissioner Toole, and with unanimous vote, this order was adopted. Order No. 2023-99.

**ORDER RECLASSIFYING CODY FOX FROM PART TIME SINGLE ROLE EMT TO PART TIME SINGLE ROLE PARAMEDIC**

On motion by Commissioner Book, seconded by Commissioner Toole, and with unanimous vote, this order was adopted. Order No. 2023-100.

**AN ORDER EMPLOYING AVERY FRITZ TO FILL THE POSITION OF SINGLE ROLE EMT**

On motion by Commissioner Cox, seconded by Commissioner Strode, and with unanimous vote, this order was adopted. Order No. 2023-101.

**AN ORDER EMPLOYING JEREMY BERRYMAN TO FILL THE POSITION OF MAINTENANCE WORKER I**

On motion by Commissioner Book, seconded by Commissioner Cox, and with unanimous vote, this order was adopted. Order No. 2023-102.

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

Commissioner Book:

- Congratulated the GRC Boys Basketball Team for finishing as runners-up in the State Championship.
- Noted the Boonesboro Foundation was in need of new kiosks and reported that Public Works had kiosks taking up space and could be donated to the Boonesboro Foundation.

Commissioner Cox:

- Congratulated the Boys and Girls basketball teams for their participation in the State Championship games

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- Noted the Insurance Committee would be meeting on March 30<sup>th</sup>
- Stated there would be a Work Camp meeting in the Commission Chambers on March 28<sup>th</sup> at 6:00 p.m. for anyone that wanted to attend.

Commissioner Strobe:

- Thanked Brian Sewell and Public Works for cleaning up nails on Lexington Avenue that had been dropped.
- Noted they would be planting pansies in the boxes downtown on March 23<sup>rd</sup>.
- Commended the Boys and Girls Basketball teams for how far they traveled in the state tournaments.
- Commended Cameron Correll, Director of Marketing & Events for her fast work in getting Winchester First social media back up and running.
- Stated they had started the Beer Cheese Festival planning and have had to turn some food vendors away as they had too many.
- Stated the Pioneer Festival would start meeting in the next week to begin planning this year’s festival.
- Noted a new restaurant on North Main Street called the Lucky Dog. Requested people try them out. Noted they would be closed on Tuesdays.

Commissioner Toole:

- Noted the tremendous accomplishments of the George Rogers Clark basketball teams, cheerleaders, and band during the school year.
- Stated they were looking into a rainwater project and would bring more information back to the board at a later date.
- Commended the community coming together Saturday night for the “That’s Entertainment” production at the Leeds Theater and commended Ms. Niagara and the others for their participation in raising funds for Leeds.

Mayor Reed:

- Stated April 22, 2023 was the date for the Joe F. Reed Heart Walk at Clark Regional Medical Center. She noted there would be a health fair and the walk would start at 9:30 with sign-in for the walk at 9:00.
- Noted Senate and House Bills 50 regarding partisan elections was handled well and thought the City’s resolution assisted in the cause.
- Stated through the great efforts of KLC, to write new language for House Bill 141 relating to annexation, they have put a moratorium on this issue.
- Noted there were free Covid testing kits in the front lobby of City Hall for citizens.
- Noted she would like to see the Boys and Girls basketball teams and the Cheerleaders recognized at future Commission meetings for their hard work and achievements this year.

**ADJOURN TO CLOSED SESSION**

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

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

**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 Book, and with unanimous vote, the meeting was adjourned.

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JoEllen Reed, Mayor

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Joy L. Curtis, City Clerk