

CITY OF MAYSVILLE BOARD OF COMMISSIONERS  
Thursday, 11 June 2020; 5:15 p.m.  
REGULAR MEETING  
Maysville Municipal Building  
& Via Facebook Live Stream

The Board of Commissioners of the City of Maysville, Kentucky met in regular session on Thursday, June 11, 2020 at 5:15 p.m. at the Maysville Municipal Building. Present were Commissioner Andrew Wood, Commissioner Jeff Brammer, Commissioner Kelly Ashley, Commissioner Victor McKay, and Mayor Charles T. Cotterill. Also present were City Manager Matt Wallingford, City Clerk Lisa R. Dunbar, Asst. City Attorney Sue Brammer, Comptroller Penny Stanfield, Police Chief Jared Muse, Project Coordinator David Hord, and Economic Development Director Owen McNeil.

CONSENT AGENDA

All items approved will be done by one undebatable motion and passed unanimously.

- **Minutes:** May 14, May 20, and May 28 special meetings
- **Department Reports:** Engineering Department, Utility Department, Treasurer/Finance, Codes Department, Main Street, Police Department, Fire Department, Public Works Department, City Clerk, Tourism Department
- **Appointments:** Terrell Clark, Commission on Human Rights, term expires 3/9/23  
Josh Underwood, Maysville/Mason Airport Board, term expires 5/31/24
- **Resignations:** Jassic Brown, Utility Department, effective 6/19/20  
Dillon Biddle, Utility Department, effective 6/5/20

**Motion** by Commissioner Ashley, second by Commissioner Brammer to pass consent agenda. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

MUNICIPAL ORDER

The following Municipal Order was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
MUNICIPAL ORDER No. 20-04

MUNICIPAL ORDER REGARDING THE EXTENSION  
OF ALCOHOLIC BEVERAGE LICENSES

WHEREAS, the Governor of Kentucky has declared a state of emergency in response to the novel coronavirus (COVID-19) pandemic;

WHEREAS, the Mayor of the City of Maysville declared a State of Emergency on March 16, 2020 based upon the COVID-19 virus outbreak;

WHEREAS, the Cabinet for Health and Family Services, Department of Public Health and Public Protection Cabinet, Alcoholic Beverage Control has ordered that state alcoholic beverage licenses expiring on or before July 30, 2020 shall remain in effect until August 31, 2020;

WHEREAS, in an effort to prevent any additional financial strain on the businesses in the of City of Maysville during these difficult times, the City of Maysville finds it to be in the best interests of the City to automatically extend the expiration dates for local alcoholic licenses to coincide with state licenses.

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS

1. All alcoholic beverage licenses expiring on or before July 30, 2020 shall remain in effect until August 31, 2020. Annual licensees must submit license renewal applications to continue alcoholic beverage sales thereafter.

**Motion** by Commissioner Wood, second by Commissioner Ashley to adopt Municipal Order 20-04 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTON AUTHORIZING FILING OF CORONAVIRUS RELIEF FUND APPLICATION

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-38

A RESOLUTION OF THE CITY OF MAYSVILLE ("CITY") AUTHORIZING THE FILING OF A CORONAVIRUS RELIEF FUND ("CRF") APPLICATION FOR REIMBURSEMENT OF INCURRED EXPENSES IN CRF FUNDS WITH THE DEPARTMENT FOR LOCAL GOVERNMENT ("DLG");

**WHEREAS**, City desires reimbursement for expenses incurred due to the public health emergency with respect to the Coronavirus Disease 2019 ("COVID-19") on behalf of the residents of the City of Maysville; and

**WHEREAS**, it is recognized that CRF funds are available to the City of Maysville, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), and impose certain obligations and responsibilities upon the City of Maysville that require among other things:

- (1) Approval of a satisfactory application by the City of Maysville transmitted to DLG for approval; and
- (2) Other obligations of the City of Maysville in connection with receiving the CRF funds for the purposes stated herein.

**NOW, THEREFORE**, be it resolved by the City of Maysville Board of Commissioners that a CRF application on behalf of the City of Maysville for CRF funds for reimbursement of expenses incurred by City of Maysville due to the public health emergency with respect to COVID-19 shall be submitted to DLG; the Mayor of the City of Maysville shall provide such additional information and furnish such documentation as may be required; and authorize the Mayor of the City of Maysville to act as the authorized correspondent for reimbursement.

**Motion** by Commissioner Brammer, second by Commissioner McKay to adopt Resolution No. 20-37 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTION AWARDING CONTRACT FOR PURCHASE OF FUEL FOR FYE 2021

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-39

A RESOLUTION AWARDING CONTRACT FOR PURCHASE  
OF FUEL FOR FISCAL YEAR 2021

WHEREAS, the City of Maysville advertised for bids in accordance with plans and specifications as follows:

- |     |              |                                    |
|-----|--------------|------------------------------------|
| (a) | Subject:     | Fuel Purchase for Fiscal Year 2021 |
| (b) | Advertised:  | May 9, 2020                        |
| (c) | Bid Opening: | June 1, 2020                       |

WHEREAS, the following bid was the only bid received:

- (1) Hudson Fuel Oil Inc.  
Gasoline and Diesel Rack+freight+ mark-up= Rack+\$0.0375/ gallon over rack

WHEREAS, the City Manager and Public Works Director recommended acceptance of the first bid,

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, as follows:

- (1) The bid of Hudson Fuel Oil Inc., for the subject contract described above is hereby accepted on behalf of the City of Maysville.
- (2) The Mayor is hereby authorized and directed forthwith to execute all contractual documents necessary or appropriate to effectuate acceptance of said bid and to consummate the contract on behalf of the City of Maysville.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution No. 20-09 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTION AUTHORIZING LEASE WITH KCTCS

The following Resolution was presented to the Board of Commissioners:

**COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-40**

**RESOLUTION TO RENEW THE COX BUILDING  
LEASE WITH KCTCS**

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute the lease renewal agreement with Kentucky Community and Technical College System at a monthly cost of \$1,500 plus utilities.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution No. 20-40 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTION AUTHORIZING TRUST PARTICIPATION AGREEMENT FOR GENERAL INSURANCE  
AND MASON COUNTY JOINT PLANNING

The following Resolution was presented to the Board of Commissioners:

**COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-41**

RESOLUTION AUTHORIZING TRUST  
PARTICIPATION AGREEMENT FOR GENERAL INSURANCE TRUST AND MASON COUNTY JOINT  
PLANNING COMMISSION

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute the Trust Participation Agreement for the Kentucky League of Cities Insurance Services General Insurance Trust and also to execute the underwriting renewal survey/application from Kentucky League of Cities Insurance Services on behalf of the Mason County Joint Planning Commission

**Motion** by Commissioner McKay, second by Commissioner Wood to adopt Resolution No. 20-41 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTION AUTHORIZING LEASE WITH DMCGL LLC FOR PARKING LOT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-42

RESOLUTION AUTHORIZING  
LEASE AGREEMENT WITH DMCGL, LLC

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to enter into a lease with DMCGL, LLC to lease the parking lot located at 21 East Second Street, Maysville, Kentucky for a term of July 1, 2020 through June 30, 2021 for a onetime rent payment at the rate of \$9,500.00 for the entire term of the lease.

**Motion** by Commissioner McKay, second by Commissioner Ashley to adopt Resolution No. 20-42 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

RESOLUTION AUTHORIZING LEASE WITH BAGNOLI PROPERTIES

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 20-43

RESOLUTION AUTHORIZING LEASE WITH BAGNOLI PROPERTIES, LLC

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute a Lease with Bagnoli Properties, LLC for the property located at 1220 Forest Avenue, Maysville, Kentucky. Rent for the period of July 1, 2020 through June 30, 2021 will be paid in the amount of \$2,400 on July 1, 2020.

**Motion** by Commissioner Brammer, second by Commissioner Ashley to adopt Resolution No. 20-43 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

ORDINANCE SETTING BUDGET FOR FISCAL YEAR 2021

The Board of Commissioners were presented with the following Ordinance on first reading:

**COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Ordinance 20-09**

AN ORDINANCE ADOPTING THE CITY OF MAYSVILLE, KENTUCKY ANNUAL BUDGET FOR FISCAL YEAR 1 JULY 2020 THROUGH 30 JUNE 2021 BY ESTABLISHING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT.

WHEREAS, an annual budget proposal and message has been prepared and delivered to the Board of Commissioners by the City Manager pursuant to KRS 91A.030 and Code of Ordinances section 131.01; and

WHEREAS, the Board of Commissioners has reviewed such budget proposal and made necessary modifications.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF MAYSVILLE, KENTUCKY, as follows:

(1) The annual budget for the City’s fiscal year ending 30 June 2021, summarized by resources, revenues, and appropriations as follows, is hereby adopted:

<u>GENERAL</u>	<u>LOCAL</u>	<u>MUNICIPAL</u>	<u>UTILITY</u>
<u>FUND</u>	<u>GOVERNMENT</u>	<u>ROAD AID</u>	<u>FUND</u>
	<u>ECONOMIC</u>	<u>PROGRAM</u>	
	<u>FUND</u>		

RESOURCES AVAILABLE

<b>FUND BALANCES CARRIED FORWARD</b>				
	11,000,000	20,000	0	1,500,000
<b>ESTIMATED REVENUES</b>				
Property taxes	1,035,000			
Licenses & permits	8,706,325			
Intergovernmental Revenues	969,000	12,000	289,046	3,000
Other revenue	<u>1,931,302</u>	<u>          </u>	<u>          </u>	<u>4,548,750</u>
<b>Total Estimated Revenues</b>	<u>12,641,627</u>	<u>12,000</u>	<u>289,046</u>	<u>4,551,750</u>
<b>TOTAL RESOURCES AVAILABLE FOR APPROPRIATIONS</b>				
	<u>23,641,627</u>	<u>32,000</u>	<u>289,046</u>	<u>6,051,750</u>
<b>APPROPRIATIONS</b>				
General Government	3,621,180			
Police	2,666,000	10,000		
Fire	2,806,200	10,000		
Public Works & Streets	2,602,500	10,000	289,046	
Utility				4,656,000
Other	293,200			
Parks & Recreation	60,000			
Contingency	10,134,547	2,000		1,395,750
Capital Expenditures	<u>1,458,000</u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Appropriations</b>	<u>23,641,627</u>	<u>32,000</u>	<u>289,046</u>	<u>6,051,750</u>

**Motion** by Commissioner Wood, second by Commissioner Brammer to pass Ordinance 20-09 as presented upon first reading. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

**ORDINANCE SETTING EMPLOYEE PAY PLAN**

The Board of Commissioners were presented with the following Ordinance on first reading:

**COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Ordinance No. 20-10**

**AN ORDINANCE ADOPTING PAY PLAN FOR CLASSIFIED  
CITY EMPLOYEES AND NON-ELECTED OFFICIALS FOR  
SERVICES RENDERED BEGINNING 1 JULY 2020**

Summary

This Ordinance adopts a pay plan for regular City employees and non-elected officials by job classification for services rendered on and after 1 July 2020 until amended.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF MAYSVILLE, KENTUCKY, that the pay plan attached hereto as **EXHIBIT A** shall govern the compensation of all regular city employees and non-elected officials for services rendered on and after 1 July 2020 until amended by ordinance.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to pass Ordinance No. 20-10 as presented upon first reading. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

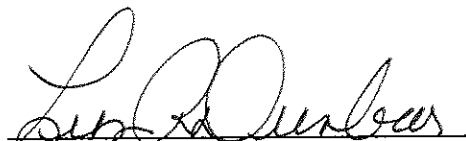
OTHR BUSINESS

Commissioner Wood expressed the desire to vote to override the Maysville-Mason County Recreation Park Committee decision to not open the recreation park pool this summer. City Manager Wallingford explained that it would take an override vote by both the City Commission and Mason County Fiscal Court, and the recreation park committee could meet and change its decision when state guidelines for opening become available.

**Motion** by Commissioner Wood, second by Commissioner Ashley to open the pool. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, and Mayor Cotterill. Voting nay: Commissioner McKay. Motion passes.

ADJOURNMENT

**Motion** by Commissioner McKay, second by Commissioner Ashley to adjourn. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

  
CITY CLERK

  
MAYOR



**CITY OF MAYSVILLE**  
**Pay Scale 20-21**

	<b>LOW</b> <b><u>2020-</u></b> <b><u>21</u></b>	<b>HIGH</b> <b><u>2020-</u></b> <b><u>21</u></b>
<b><u>POLICE</u></b>		
Colonel (Chief)	\$60,000	\$70,000
Major (Asst. Chief)	\$55,000	\$60,000
Lieutenant	\$50,000	\$55,000
Sergeant	\$22.00	\$26.00
Detective	\$20.00	\$24.00
P.O. 3	\$20.00	\$23.00
P.O. 2	\$17.50	\$22.00
P.O. 1 (after 1 year)	\$17.00	\$19.00
P.O. - Recruit	\$15.50	\$18.50
Records Clerk	\$13.00	\$20.00
Evidence Clerk	\$13.00	\$20.00
Communications Officer	\$13.00	\$20.00
Communications - PT/Seasonal	\$9.00	\$11.00
Civilian Admin Support - PT	\$10.00	\$18.00
<b><u>FIRE</u></b>		
Colonel (Chief)	\$60,000	\$70,000
Major (Asst. Chief)	\$16.00	\$17.75
Captain	\$13.50	\$15.50
Lieutenant	\$12.25	\$14.50
Fire Officer / Paramedic	\$11.00	\$13.00
Fire Officer / EMT	\$9.50	\$11.50
Transfer EMT / Paramedic	\$13.00	\$22.00
Fire Officer - PT	\$9.00	\$11.00
<b><u>PUBLIC WORKS</u></b>		
Director	\$55,000	\$70,000
Street Superintendent	\$48,000	\$54,000
Field Supervisor	\$15.00	\$23.50
Administrative Support	\$10.00	\$14.00
Truck Driver - CDL	\$14.00	\$17.00
Laborer or Custodial	\$11.00	\$16.00
Rec Park Supr - Seasonal	\$20.00	\$23.00
Rec. Park Maintenance	\$11.00	\$19.00

Seasonal / PT Labor	\$9.00	\$11.00
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**CITY TRANSIT**

Transit Manager	\$15.00	\$22.00
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Bus Driver - CDL w/passenger	\$14.00	\$18.00
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Mechanic	\$15.00	\$25.00
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**CEMETERY**

Cemetery Supervisor	\$15.00	\$20.00
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Cemetery Maintenance	\$11.00	\$16.00
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Cemetery Maint - PT/Seasonal	\$9.00	\$11.00
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**ENGINEERING**

Project Manager	\$60,000	\$82,000
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Asst Project Manager	\$35,000	\$56,000
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**CODES**

Building Inspector Level I	\$40,000	\$60,000
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Building Inspector Level II	\$50,000	\$60,000
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Building Inspector Level III	\$55,000	\$70,000
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Zoning Administrator	\$40,000	\$60,000
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Code Enforcement Officer	\$32,000	\$42,000
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**MAIN STREET**

Main Street Manager - PT	\$20.00	\$29.00
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**TOURISM**

Tourism Director	\$35,000	\$45,000
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Venue Host	\$13.00	\$15.00
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Tourism Asst - PT or FT	\$9.00	\$13.00
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Receptionist - PT / Seasonal	\$9.00	\$10.00
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Tour Guides - PT / Seasonal	\$9.00	\$10.00
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**ADMINISTRATION**

City Manager	\$75,000	\$90,000
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Comptroller	\$60,000	\$80,000
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Human Resources Director	\$50,000	\$65,000
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Accts Payable / Payroll		
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Clerk	\$40,000	\$60,000
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City Clerk	\$32,000	\$46,000
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Admin Asst - PT	\$10.00	\$15.00
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**LEGAL**

City Attorney	\$25,000	\$30,000
Asst. City Attorney	\$10,000	\$15,000

**WATER DEPT**

Plant Superintendent	\$20.00	\$25.00
Plant Operator IV	\$17.00	\$19.00
Plant Operator III	\$15.50	\$17.00
Plant Operator II	\$14.50	\$16.00
Plant Operator I	\$13.50	\$15.50
Distribution Superintendent	\$20.00	\$25.00
Asst Distribution Superintendent	\$15.00	\$18.00
Distribution Operator III	\$15.50	\$17.00
Distribution Operator II	\$14.50	\$16.00
Distribution Operator I	\$13.50	\$15.50
Labor	\$13.00	\$15.00
Labor - PT / Seasonal	\$9.00	\$11.00

**SEWER DEPT**

Plant & Collection Superintendent	\$20.00	\$25.00
Plant Operator III	\$17.00	\$18.00
Plant Operator II	\$15.50	\$17.00
Plant Operator I	\$13.50	\$15.50
Plant Lab Tech	\$15.00	\$17.00
Collection System Operator III	\$17.00	\$18.00
Collection System Operator II	\$16.50	\$17.00
Collection System Operator I	\$13.50	\$16.00
Labor	\$13.00	\$16.00
Labor - PT / Seasonal	\$9.00	\$11.00

**WATER & SEWER ADMIN & OFFICE**

Manager	\$50,000	\$75,000
Asst Manager	\$45,000	\$60,000
Utility Clerk	\$12.00	\$18.00
Utility Clerk - PT / Seasonal	\$9.00	\$12.00