

MAYSVILLE BOARD OF COMMISSIONERS  
Thursday, 26 August 2021; 5:15 p.m.  
REGULAR MEETING  
Maysville Municipal Building

The Board of Commissioners of the City of Maysville, Kentucky met in regular session on Thursday, August 26, 2021 at 5:15 p.m. at the Maysville Municipal Building. Present were Commissioner Ann Brammer, Commissioner David Cartmell, Commissioner Andrew Wood, Commissioner Victor McKay, and Mayor Debra L. Cotterill. Also present were City Manager Matt Wallingford, City Clerk Lisa R. Dunbar, City Attorney Kelly Caudill, HR Director Rhonda Rose, Public Works Director Dennis Truesdell, Police Chief Jared Muse, Project Coordinator David Hord, Planning & Zoning Administrator George Larger, Building Inspector Jim Fawcett, Codes Office Nicole Brooks, Tourism Director Lacey Holleran, Main Street Director Caroline Reece, Absent: Fire Chief Kevin Doyle, Utility Manager Luke Huron, Comptroller Penny Stanfield, and Assistant City Attorney Sue Brammer.

SWEARING IN

Mayor Cotterill swore in Gary Zornes as a member of the Commission on Human Rights. His term would end March 9, 2023.

APPOINTMENT

Mayor Cotterill recommended the appointment of Marla Toncray to the Maysville-Mason County Convention and Visitors Bureau with expiration on Oct. 11, 2025.

**Motion** by Commissioner Brammer, second by Commissioner McKay to appoint Marla Toncray to the Convention and Visitors Bureau. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

UPDATE ON CITY/COUNTY BROADBAND STUDY

The Mayor and City Manager updated the Board of Commissioners on the broadband study, and the City Clerk shared the website for the speed test with those watching at home. Judge-Executive Owen McNeil talked about the purpose of the survey, opportunity for funding, and private/public partnerships.

UPDATE: UTILITY PROJECTS

Projects Manager David Hord said the Third/Fourth Street and Forest Avenue project was about 50% complete. Water lines on Third Street were about 80% finished, and it would eventually be milled and paved as Fourth Street was. The Wall Street sewer project would start mid-September and would affect the street from Third Street all the way to the pump station. In

response to a question from Commissioner Wood, Mr. Hord said that the May's Lick water tower was put on hold due to COVID and the City Manager was looking into EDA funding for it.

DISCUSSION: AMENDING RENTAL LICENSE ORDINANCE

Mr. Wallingford informed the Board of Commissioners about an ordinance in the City of Ludlow, which addressed criminal activity at rental properties. Two or more criminal violations in a year would be a violation of the rental property ordinance.

Chief Muse said that most rental property owners were responsive to police calls to intervene with renters who were breaking the law. However, a few were not and this ordinance provision would give the City another tool to help neighbors and address multiple police calls to the same rental address for things like drug crimes and domestic violence.

Commissioner McKay was concerned about how many notices the property owner would get prior to being found in violation of the ordinance.

Mr. Wallingford said that was something that Commission could address before passing the ordinance.

DISCUSSION: NOISE ORDINANCE

Planning Administrator Larger said that the City was receiving complaints on a few businesses. One section of the noise ordinance sets the starting time for decreased noise levels at 9 p.m., while another allows certain noises until 10 p.m. He said he felt that differing noise levels for different times of the day was confusing for people and proposed making the noise level uniform.

Chief Muse said that a couple of businesses had been cited after multiple complaints. Things had gotten better, but the police department was done giving warnings because they knew the rules.

DISCUSSION: COVID LEAVE POLICY

After discussion, the following Municipal Order was presented:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Municipal Order No. 21-03

MUNICIPAL ORDER PROVIDING FOR LEAVE FOR EMPLOYEES DIAGNOSED WITH  
COV-19 OR WHO ARE IN QUARANTINE AND PROVIDING INCENTIVE TO GET  
VACCINATED

WHEREAS, statistics have shown that vaccinations for individuals against COVID-19 are beneficial;

WHEREAS, the COV-19 virus may require some employees to be placed in quarantine and/or isolation;

WHEREAS, to help support voluntary isolation or quarantine for the next sixty (60) days, the City of Maysville is altering its sick leave policy for employees who have been diagnosed with or have a documented exposure to COV-19;

WHEREAS, nothing in this order will change the procedure or requirement to request Family and Medical Leave (FMLA) for their time away from work;

NOW, THEREFORE, BE IT ORDERED AS FOLLOWS:

1. As an incentive for employees to get vaccinated, upon providing proof of vaccination to payroll or HR, each employee will be presented with a certificate for 2- paid days off. The days must be utilized by September 1, 2022.
2. Between August 1, 2021 through October 31, 2021, employees will be provided paid sick leave at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) OR if the employee tests positive for COVID. Each employee MUST provide HR with supporting documentation from your healthcare provider. COVID pay can be utilized once. If an employee previously used COVID leave in 2020-21, that employee will not be eligible for additional COVID leave. If an additional COVID related issue occurs, employees will be required to utilize their personal sick leave.
3. Employees utilizing this sick leave must provide documentation of COV-19 diagnosis and quarantine/isolation, and must provide a return to work with no restrictions upon their return to work from their health care provider.
4. If an employee does not have or utilizes all of his/her sick leave or vacation leave, he/she will be granted unpaid leave consistent with the Employee Manual policy for leave without pay.

All other Employee Manual rules shall remain in force.

This order will terminate at the conclusion of the pay period ending October 31, 2021.

**Motion** by Commissioner Cartmell, second by Commissioner Brammer to adopt Municipal Order No. 21-03 as presented. Upon call of roll, voting was as follows: Voting aye:

Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

DISCUSSION: RECYCLING CONTAINERS

Mr. Wallingford told the Board of Commissioners that Rumpke would supply containers, which it would empty once a month for \$1,000. The containers would be placed in areas with cameras to help prevent dumping of restricted materials. Violators would be cited.

Commissioners asked that cameras be placed more selectively to better catch the license plate numbers of violators.

DISCUSSION: PUBLIC MEETING ATTENDANCE

Mr. Wallingford suggested that due to the increase of COVID cases, only staff members with something on the agenda be required to attend Commission meetings. Members of the public should be restricted from public meetings other than those who want to address the Board of Commissioners, and they could be escorted one at a time into the meetings by the police officer at the door. This policy was to be effective immediately. Meetings would continue to be livestreamed on Zoom and YouTube. Commission meetings would be saved on YouTube for later viewing.

MUNICIPAL ORDER ADOPTING MASON COUNTY EMERGENCY MANAGEMENT PLAN

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

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Municipal Order No. 21-04

ADOPTION OF MASON COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, KRS 39B.010(1), KRS 39B.030(3), KRS 390.050(3), and applicable Kentucky Administrative Regulations require the development and maintenance of a local emergency operations plan which sets forth the local government organizational structure, policies, procedures, and guidelines for the management and coordination of all disaster and emergency response in Mason County and its cities; and

WHEREAS, KRS 39B.030(3), KRS 39B.060(2), KRS 39C.050(3), applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky Division of Emergency Management require the local emergency operations plan be officially approved and adopted by signed order of the County Judge/Executive or Mayor; and

WHEREAS, the director of the Mason County Office of Emergency Management has submitted

the Mason County Emergency Operations Plan to the City for official approval and adoption in accordance with the aforementioned laws, administrative regulations, and planning guidance;

NOW THEREFORE, IT IS ORDERED BY THE CITY OF MAYSVILLE, KENTUCKY, in accordance with the provisions of KRS 39A to 39F and applicable Kentucky Administrative Regulations, as follows:

1. The Mason County Emergency Operations Plan is officially approved and adopted effective the date of the Order.
2. The conveyance of the official approval and adoption of the Mason County Emergency Operations Plan through this Order shall remain in effect one year or until superseded by a subsequent Order promulgated in accordance with KRS 39B.030(3), KRS 39B.060(2), KRS 39C.050(3), applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky Division of Emergency Management.
3. A copy of the officially approved and adopted Mason County Emergency Operations Plan, including this Order, shall be placed on file for public inspection during regular office hours in the Mason County Office of Emergency Management.

**Motion** by Commissioner McKay, second by Commissioner Brammer to adopt Municipal Order No. 21-04 as presented. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

ORDINANCE AMENDING WAGE SCALE

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

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Ordinance No. 21-12

AN ORDINANCE ADOPTING SALARY SCHEDULE FOR CLASSIFIED  
CITY EMPLOYEES AND NON-ELECTED OFFICIALS FOR  
SERVICES RENDERED BEGINNING 1 JULY 2021

Summary

This Ordinance adopts a salary schedule for regular City employees and non-elected officials by job classification for services rendered on and after 1 July 2021 until amended.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF MAYSVILLE, KENTUCKY, that the salary schedule 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 2021 until amended by ordinance.

**Motion** by Commissioner Wood, second by Commissioner McKay to adopt Ordinance No. 21-12 as presented upon second reading. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, and Mayor Cotterill, Nays: Commissioner McKay. Motion carried.

#### RESOLUTION AUTHORIZING AIRPORT GRANT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 21-58

RESOLUTION APPROVING  
ACCEPTANCE OF AIRPORT GRANT OFFER

WHEREAS, the City of Maysville, Kentucky, has previously submitted to the United States of America Federal Aviation Administration a Grant Program Application which has been accepted,

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute the Grant Agreement accepting the Grant offer and any other required documentation to effectuate acceptance of the grant.

**Motion** by Commissioner Cartmell, second by Commissioner Wood to adopt Resolution No. 21-58 as presented. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

#### CLOSED SESSION


**Motion** by Commissioner Cartmell, second by Commissioner Wood to go into closed session pursuant to KRS 61.810(1)(f): Discussion which may lead to the discipline/dismissal of an employee and discussion which may lead to the appointment of an employee. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

**Motion** by Commissioner Cartmell, second by Commissioner Brammer to return to open session. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

No action was taken.

ADJOURNMENT

**Motion** by Commissioner Cartmell, second by Commissioner Wood to adjourn at 6:24 p.m. Upon call of roll, voting was as follows: Voting aye: Commissioner Brammer, Commissioner Cartmell, Commissioner Wood, Commissioner McKay and Mayor Cotterill, Motion carried.

  
CITY CLERK

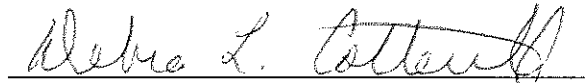
  
MAYOR

EXHIBIT A

**CITY OF MAYSVILLE  
2021-22 SALARY SCHEDULE**

Effective: July 1, 2021

Title	Department	Minimum Rate	Maximum Rate
City Manager	Admin	\$75,000	\$95,000
Finance Director	Admin	\$75,000	\$90,000
Human Resources Director	Admin	\$50,000	\$67,000
Accts Payable / Payroll Clerk	Admin	\$40,000	\$60,000
City Clerk	Admin	\$32,000	\$50,000
Zoning Adm	Codes	\$45,000	\$65,000
Building Inspector	Codes	\$40,000	\$60,000
Code Enforcement	Codes	\$36,000	\$44,000
City Attorney	Legal	\$25,000	\$30,000
Asst. City Attorney	Legal	\$10,000	\$17,000
Project Manager	Engineering	\$60,000	\$85,000
Asst Project Manager	Engineering	\$45,000	\$60,000
Tourism Director	Tourism	\$39,000	\$47,000
Events Coordinator/Tourism Assistant	Tourism	\$14.00	\$18.00
Tour Guides/Receptionist - PT / Seasonal	Tourism	\$10.00	\$12.00
Mainstreet Manager	Mainstreet	\$36,000	\$45,000

Colonel (Chief)	Fire	\$65,000	\$80,000
Major (Asst. Chief)	Fire	\$55,000	\$65,000
Captain	Fire	\$13.92	\$16.50
Lieutenant	Fire	\$12.45	\$15.50
Fire Officer / Paramedic	Fire	\$12.00	\$14.50
Fire Officer / EMT	Fire	\$10.00	\$13.00
Transfer EMT / Paramedic	Fire	\$13.00	\$22.00
Fire Officer - PT	Fire	\$9.00	\$11.00

Title	Department	Minimum Rate	Maximum Rate
Evidence Clerk	Police	\$15.00	\$22.00
Desk Clerk	Police	\$14.00	\$20.00
Retired/Rehired Police Officer	Police	\$20.00	\$24.00
PO-Recruit	Police	\$16.00	\$20.00
PO-1	Police	\$19.00	\$21.00
PO-2	Police	\$20.00	\$23.00
PO-3	Police	\$21.00	\$25.00
Detective	Police	\$21.00	\$26.00
Sergeant	Police	\$24.00	\$28.00
Lieutenant	Police	\$52,000	\$58,000
Assistant Chief	Police	\$58,000	\$65,000
Chief	Police	\$65,000	\$80,000
Civilian Administrative Support-PT	Police	\$10.00	\$18.00
Communications Officer-Dispatch	Communications	\$15.00	\$20.00
TAC-Dispatch	Communications	\$18.00	\$24.00
Assistant Communications Director	Communications	\$38,000	\$48,000
Communications PT	Communications	\$10.00	\$14.00
Director	Public Works	\$55,000	\$70,000
Street Superintendent	Public Works	\$48,000	\$54,000
Floodwall Superintendent	Public Works	\$15.00	\$24.00
Crew Leader/Field Supervisor	Public Works	\$15.00	\$24.00
Truck Driver - CDL	Public Works	\$15.00	\$18.00
Laborer or Custodial	Public Works	\$14.00	\$17.00
Skilled Laborer	Public Works	\$14.00	\$18.00
Crew Leader/Field Supervisor	Cemetery	\$15.00	\$24.00
Laborer	Cemetery	\$14.00	\$18.00
Part-time/Seasonal	Cemetery	\$10.00	\$12.00
Rec Park Administrator	Rec Park	\$20.00	\$23.50



Rec. Park Maintenance	Rec Park	\$14.00	\$20.00
Rec Park Laborer	Rec Park	\$14.00	\$17.00
Seasonal / PT Labor	Rec Park	\$10.00	\$12.00
Title	Department	Minimum Rate	Maximum Rate
Transit Manager	Transit	15.00	22.00
Bus Driver - CDL w/passenger	Transit	14.00	18.00
Mechanic	Transit	16.00	25.00
Waste Water Superintendent	Sewer	20.00	25.00
Plant Operator IV	Sewer	19.00	21.00
Plant Operator III	Sewer	17.00	19.00
Plant Operator II	Sewer	16.00	17.00
Plant Operator I	Sewer	15.50	16.00
Plant Lab Tech	Sewer	16.00	18.00
Collection System Operator III	Sewer	17.00	19.00
Collection System Operator II	Sewer	16.00	17.00
Collection System Operator I	Sewer	15.50	16.00
Labor	Sewer	15.00	18.00
Labor - PT / Seasonal	Sewer	10.00	12.00
Plant Superintendent	Water	20.00	25.00
Plant Operator IV	Water	19.00	21.00
Plant Operator III	Water	17.00	19.00
Plant Operator II	Water	16.00	17.00
Plant Operator I	Water	15.50	16.00
Distribution Foreman	Water	20.00	25.00
Asst Distribution Foreman	Water	18.00	20.00
Distribution Operator III	Water	17.00	19.00
Distribution Operator II	Water	16.00	17.00
Distribution Operator I	Water	15.50	16.00
Labor	Water	15.00	18.00
Labor - PT / Seasonal	Water	10.00	12.00
Manager	Water/Sewer Admin	\$70,000	\$80,000
Asst Manager	Water/Sewer Admin	\$60,000	\$70,000
Utility Clerk	Water/Sewer Admin	\$14.00	\$18.00
Utility Clerk - PT / Seasonal	Water/Sewer Admin	\$10.00	\$14.00