

**CITY OF MAYSVILLE BOARD OF COMMISSIONERS**

Thursday, 9 May 2019; 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, May 9, 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, City Attorney Sue Brammer, Comptroller Penny Francis, HR Director Karen Cracraft, Public Works Director Mike Barbee, Police Chief Ron Rice, Fire Chief Kevin Doyle, Tourism Director Lacey Holleran, Main Street Director Caroline Reece, and Assistant City Attorney Kelly Caudill. Absent: Project Coordinator David Hord, Utility Manager Darren Garrison, Planning & Zoning Administrator George Larger, Building Inspector Gary Wells, Codes Office Nicole Brooks,

CONSENT AGENDA

- A. Minutes for April 11 and May 7, 2019
- B. Department reports: Engineering, Utility, Code, Main Street, Police, Fire, Public Works, and Tourism departments, and Treasurer/Finance, City Clerk.
- C. Board and Commission Reappointments
  - 1. Tommy Woosley to Fleming-Mason Airport Board; exp. 5/31/2023
  - 2. Tandy Nash to CVB to fill unexpired term; exp. 10/11/19
- D. Personnel
  - 3. Resignation of Cody Shelton from Communications as of 5/6/19
  - 4. Resignation of Terry Fletcher from Public Works Department as of 5/6/19
  - 5. Appointment of Mike Dunigan for full-time employee at cemetery effective 5/13/19
  - 6. Appointment of Kelly Thomas to Communications

**Motion** by Commissioner McKay, second by Commissioner Ashley to approve the consent agenda 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.

APPOINTMENT

**Motion** by Commissioner Ashley, second by Commissioner Brammer to appoint William Clay Buser as Mason County Emergency Management Director. 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: CITY DRONE POLICY

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

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
MUNICIPAL ORDER No. 19-01

MUNICIPAL ORDER ADOPTING DRONE POLICY IT IS NOW ORDERED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Unmanned Aircraft Systems (drones) Policy for the use of drones for non-Law Enforcement purposes attached hereto is hereby adopted by the City of Maysville.

**Motion** by Commissioner McKay, second by Commissioner Brammer to adopt Municipal Order 19-01 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

RESOLUTION AUTHORIZING LETTER OF SUPPORT FOR WOMEN’S CRISIS CENTER

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-36

RESOLUTION AUTHORIZING LETTER OF SUPPORT  
FOR WOMEN’S CRISIS CENTER

WHEREAS, the Women’s Crisis Center provides a valuable community service in the operation of their Domestic Violence Emergency Shelter,

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute a letter approving and supporting the Domestic Violence Emergency Shelter operated by the Women’s Crisis Center in Maysville, Kentucky.

**Motion** by Commissioner Brammer, second by Commissioner Ashley to adopt Resolution 19-36 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

RESOLUTION SUPPORTING HEMP

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-37

RESOLUTION SUPPORTING HEMP

WHEREAS, the settlers of Maysville brought hemp seed for cultivation; and

WHEREAS, Mason County was among the top counties producing hemp in the United States for well over a century due to ideal soil conditions; and

WHEREAS, hemp warehouses and rope walks were located in Mason County; and

WHEREAS, Maysville was second only to Louisville in the production in the production of finished hemp products in the 1830s; and

WHEREAS, the hemp crop provided economic success to many residents;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that it endorses the return of hemp to the farms of Mason County and supports the production of hemp products in Maysville.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution 19-37 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

RESOLUTION AUTHORIZING ACQUISITION OF 212 E FIFTH STREET

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-38

RESOLUTION AUTHORIZING ACCEPTANCE OF  
212 EAST FIFTH STREET

WHEREAS, the City of Maysville has filed an Order of Condemnation against the property known as 212 East Fifth Street; and

WHEREAS, Robert A. Harmon and Lena E. Harmon, the owners of the property, want to deed the property to the City of Maysville;

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY that the Mayor is hereby authorized and directed to execute the consideration statement on the deed for 212 East Fifth Street, Maysville, Kentucky to transfer the property to the City of Maysville for no monetary consideration.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution 19-38 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 UNIVERSITY OF KENTUCKY

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-40

RESOLUTION AUTHORIZING LEASE AGREEMENT  
WITH THE UNIVERSITY OF KENTUCKY

WHEREAS, University of Kentucky needs office facilities for the opioid abuse prevention study,

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY that the Mayor is hereby authorized and directed to execute a lease with the University of Kentucky for rent of \$1 per year which may be canceled by either party upon thirty days notice.

**Motion** by Commissioner McKay, second by Commissioner Ashley to adopt Resolution 19-40 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 RE HOMELAND SECURITY GRANT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-41

*Resolution for application for and administration of  
Kentucky Office of Homeland Security Project(s)*

A RESOLUTION OF THE CITY OF MAYSVILLE , KENTUCKY AUTHORIZING THE MAYOR TO MAKE APPLICATION FOR AND, UPON APPROVAL, TO ENTER INTO AN AGREEMENT WITH THE KENTUCKY OFFICE OF HOMELAND SECURITY (KOHS), TO EXECUTE ANY DOCUMENTS WHICH ARE DEEMED NECESSARY BY KOHS TO FACILITATE AND ADMINISTER THE PROJECT AND TO ACT AS THE AUTHORIZED CORRESPONDENT FOR THIS PROJECT. THIS RESOLUTION ALSO ESTABLISHES PROCUREMENT POLICY FOR ANY KOHS APPROVED PROJECT FOR THE FY-2018 APPLICATION CYCLE.

WHEREAS, the City of Maysville, Kentucky desires to make an application for United States Department of Homeland Security and/or Commonwealth of Kentucky funds for a project to be administered by Kentucky Office of Homeland Security:

WHEREAS, it is recognized that an application for and approval of Kentucky Office of Homeland Security funds impose certain obligations and responsibilities upon the city:

NOW, THEREFORE, be it resolved by the City of Maysville, Kentucky, that the Mayor is hereby authorized to execute and furnish all required documentation, including a memorandum of agreement, as may be required by KOHS for the furtherance of the above-referenced project and to act as the authorized correspondent for said project.

For the purpose of any KOHS funded projects using FY-2018 funds the city will use the provisions of KRS 45A for the purchase of equipment and/or services. For any equipment and/or services under \$20,000, three (3) quotes will be obtained. For any equipment and/or services that exceeds \$20,000 the provisions of KRS 45A will apply.

**Motion** by Commissioner Brammer, second by Commissioner Ashley to adopt Resolution 19-41 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 FIREWORKS

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-42

#### RESOLUTION AUTHORIZING FIREWORKS CONTRACT

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY that the Mayor is hereby authorized and directed to execute a contract with Rozzis' Famous Fireworks for fireworks for July 4, 2019 and December 31, 2019 for a price of \$13,500 for July 4<sup>th</sup> and \$2,000 for December 31<sup>st</sup> .

**Motion** by Commissioner McKay, second by Commissioner Brammer to adopt Resolution 19-42 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood,

Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

RESOLUTION ADOPTING COMPREHENSIVE PLAN CHANGES FOR HISTORIC PRESERVATION

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-43

RESOLUTION ADOPTING COMPREHENSIVE PLAN CHANGES FOR GREATER OLD WASHINGTON  
HISTORIC PRESERVATION

WHEREAS, Mason County Joint Planning Commission conducted a public hearing on March 6, 2019 regarding proposed changes to the Comprehensive Plan; and

WHEREAS, Mason County Joint Planning Commission adopted Findings of Fact, Conclusions of Law, and a Recommendation to make proposed changes to the Comprehensive Plan for Greater Old Washington Historic Preservation to include protection within Greater Old Washington and stating that the Mason County Joint Planning Commission shall take into account historic preservation when considering map amendment applications for land within Greater Old Washington to prevent encroachment of unsympathetic land uses.

**Motion** by Commissioner Brammer, second by Commissioner Ashley to adopt Resolution 19-43 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay; Nay: Mayor Coterill, Motion passes.

RESOLUTION AUTHORIZING PURSUING FUNDING THROUGH FEMA AND FEMA PROGRAMS

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-44

A RESOLUTION OF THE CITY OF MAYSVILLE, MASON COUNTY KENTUCKY, AUTHORIZING THE MAYOR TO PURSUE FUNDING APPLICATION(S) THROUGH FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HMPG, PDM, AND OTHER SUCH PROGRAMS OFFERED BY FEMA

WHEREAS, this resolution authorizes the Mayor to sign and execute any and all documents pertaining to applications between City of Maysville and FEMA;

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY that the Mayor is authorized to pursue funding through the Federal Emergency Management Agency, HMPG, PDM, and other such programs offered by FEMA.

**Motion** by Commissioner McKay, second by Commissioner Brammer to adopt Resolution 19-45 as presented. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

ORDINANCE AMENDING STREET SWEEPER ORDINANCE TO REMOVE SECTION OF UNION STREET

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

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Ordinance No. 19-14

AN ORDINANCE AMENDING  
CODE OF ORDINANCES CHAPTER 257

Summary

This Ordinance amends Code of Ordinances Chapter 257 Schedule III Street Sweeping Schedule to delete the section of Union Street from Forest Avenue to the railroad tracks.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to pass Ordinance 19-13 as presented upon second reading. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.

ORDINANCE AMENDING PROCUREMENT PROCESS ORDINANCE

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

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Ordinance No. 19-14

AN ORDINANCE REVISING §138.03 SMALL PURCHASES

SUMMARY

This ordinance revises Code of Ordinances Section 138.03 and Code of Ordinance Section 138.04 to change the small purchase amount from \$20,000 to \$30,000 and change the amount of purchases required to be bid from \$20,000 to \$30,000.

**Motion** by Commissioner McKay, second by Commissioner Ashley to pass Ordinance 19-15 as presented on first reading. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, and Mayor Cotterill, Nay: Commissioner McKay; Motion passes.


DISCUSSION

Commissioner McKay told the Board that he could set up tours of Acela Biomedical, which processes hemp. Commissioners Brammer, Wood, and Ashley along with Asst. City Attorney expressed an interest in going and Commissioner McKay said he would take care of the arrangements.

ADJOURNMENT

**Motion** by Commissioner Ashley, second by Commissioner Brammer 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.

  
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MAYOR

  
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CITY CLERK