

**MAYSVILLE BOARD OF COMMISSIONERS**

Thursday, 12 September 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, Sept. 12, 2019 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, Police Chief Jared Muse, Fire Chief Kevin Doyle, Project Coordinator David Hord, Utility Manager Darren Garrison, Planning & Zoning Administrator George Larger, Codes Office Nicole Brooks, and Assistant City Attorney Kelly Caudill.

**CONSENT AGENDA**

- **Minutes:** Regular August 8 & 22, 2019
- **Department Reports:** Engineering Department, Utility Department, Treasurer/Finance, Codes Department, Main Street, Police Department, Fire Department, Public Works Department, City Clerk, Tourism Department
- **Appointment** of Daniel Sammons to Maysville-Mason County CVB, exp. 10/11/21
- **Resignation** of Dustin Bickmeyer from Police Department

**Motion** by Commissioner Ashley, second by Commissioner Brammer to approve the 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.

**PROMOTION: FIRE DEPARTMENT**

See ATTACHMENT A

**Motion** by Commissioner McKay, second by Commissioner Ashley to promote T.J. Warder to Lieutenant in the Fire Department. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

**APPOINTMENT: POLICE CHIEF**

See ATTACHMENT B

**Motion** by Commission Ashley, second by Commissioner McKay to appoint Jared Muse to the position of Chief of Police. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Cotterill, Motion passes.

### PUBLIC COMMENT

Kathy Peterson, from Buffalo Trace Health Department, informed the Board of Commissioners that there will be \$10 rabies vaccination clinics at Town & Country and Colonial Heights veterinary clinics in September. Also, on Thursdays in September, the health department will host 72 & You Disaster Preparedness seminars.

### CEDARWOOD DRIVE PAVING UPDATE

City Manager Wallingford informed the Board of Commissioners that the developer had contracted with Brown County Contracting to complete paving.

### INTERLOCAL AGREEMENT ON IT PROFESSIONAL

City Manager Wallingford said that he had researched and met with Mason County Judge-Executive Joe Pfeffer regarding hiring an IT professional jointly with the county. With salary and benefits would come to about \$80,000 a year or roughly \$40,000 each. After looking at the City's IT costs over the past few years, he could not justify such a cost. Commissioner Ashley agreed citing the goal of cutting staff positions as well. The Board of Commissioners agreed to continue contracting an IT professional for the City's needs.

### KCTCS LEASE AT COX BUILDING

Mayor Cotterill and City Manager Wallingford met with MCTC President Stephen Vacik earlier in the week regarding the college's lease at the Cox Building. A recent analysis of the space concluded that the space should lease for about \$3,500 a month.

**Motion** by Commissioner McKay, second by Commissioner Ashley to set the lease price for the space at \$1,500 plus utilities per month for the 2020-2021 fiscal year. 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 FOR WORKFORCE DEVELOPMENT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-65

RESOLUTION AUTHORIZING LEASE  
WITH COMMONWEALTH OF KENTUCKY

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute a lease renewal agreement with the Commonwealth of Kentucky for Department of Workforce Investment, 201 Government Street, Maysville, Kentucky.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution 19-65 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 LEASE FOR FAMILY SERVICES

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-68

RESOLUTION AUTHORIZING LEASE  
WITH COMMONWEALTH OF KENTUCKY

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute a lease renewal agreement with the Commonwealth of Kentucky for Health and Family Services, 201 Government Street, Maysville, Kentucky.

**Motion** by Commissioner Ashley, second by Commissioner McKay to adopt Resolution 19-68 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 DECLARING CONSTITUTION WEEK

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-69

RESOLUTION DECLARING CONSTITUTION WEEK

WHEREAS, It is the privilege and duty of the American people to commemorate the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that September 17 - 23, 2019 is Constitution Week and urges all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

**Motion** by Commissioner McKay, second by Commissioner Ashley to adopt Resolution 19-69 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 ACQUISITION OF 441 WOOD STREET

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-70

#### RESOLUTION AUTHORIZING ACQUISITION OF 441 WOOD STREET

WHEREAS, Karen Sue Helfin, wants to donate 441 Wood Street, Maysville, Kentucky to the City of Maysville, and

WHEREAS, upon reviewing the title, it was determined that the description for 441 Wood Street is incorrect and so is the description for 439 Wood Street which was earlier acquired by the City;

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 441 Wood Street, Maysville, Kentucky and to execute any necessary documents to correct the description for 439 Wood Street.

**Motion** by Commissioner McKay, second by Commissioner Ashley to adopt Resolution 19-70 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 APPLICATION FOR LITTER ABATEMENT GRANT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-71

RESOLUTION AUTHORIZING  
LITTER ABATEMENT GRANT APPLICATION

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to execute a grant application for the Litter Abatement Grant Program.

**Motion** by Commissioner Ashley, second by Commissioner Brammer to adopt Resolution 19-71 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 AUPDATING LEASE AGREEMENT DMCGL LLC FOR PARKING LOT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-72

RESOLUTION AUTHORIZING  
LEASE AGREEMENT EXTENSION 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 extension with DMCGL, LLC to lease the parking lot located at 21 East Second Street, Maysville, Kentucky for the sum of \$1,000 per month through September 30, 2019.

**Motion** by Commissioner Ashley, second by Commissioner McKay to adopt Resolution 19-72 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 JARED MUSE AS SIGNATORY FOR BTADD NARCOTICS TASK FORCE

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-73

RESOLUTION AUTHORIZING  
BTADD NARCOTICS TASK FORCE SIGNATORY

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Police Chief, Jared Muse, is hereby authorized and directed to act as signatory for the City of Maysville for BTADD Narcotics Task Force.

**Motion** by Commissioner Brammer, second by Commissioner McKay to adopt Resolution 19-73 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 SERVICE LEVEL AGREEMENT FOR HOSPICE OF HOPE

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-74

RESOLUTION AUTHORIZING  
SERVICE LEVEL AGREEMENT FOR DISASTER AND EMERGENCY  
WITH HOSPICE OF HOPE, INC.

BE IT RESOLVED BY THE CITY OF MAYSVILLE, KENTUCKY, that the Mayor is hereby authorized and directed to continue the contract with Hospice of Hope, Inc. for Disaster and Emergency Recovery for an additional one year term.

**Motion** by Commissioner Ashley, second by Commissioner McKay to adopt Resolution 19-74 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 ACCEPTING BID FOR LIMESTONE CREEK FLOODWALL PUMP PROJECT

The following Resolution was presented to the Board of Commissioners:

COMMONWEALTH OF KENTUCKY  
CITY OF MAYSVILLE  
Resolution No. 19-75

RESOLUTION AWARDING CONTRACT  
FOR FLOODWALL PUMP STATION PROJECT

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

- (a) Subject: Floodwall Pump Station Project
- (b) Advertised: August 22, 2019
- (c) Bid Opening: September 3, 2019

WHEREAS, the following sealed bids were received from the following:

- (1) The Henry P. Thompson Company \$536,837

WHEREAS, the Projects Coordinator has recommended acceptance of the bid as the best bid,

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

- (1) The bid of The Henry P. Thompson Company 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 McKay, second by Commissioner Ashley to adopt Resolution 19-75 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.

SURPLUS PROPERTY

20 August 2019

From: Mike Barbee, Public Works Director  
To: Mayor and City Commissioners

Subj: Equipment and Vehicles for GovDeals Online Auction

The following equipment and vehicles are submitted for release for auction:

2000 Ford F450	VIN 1FDAF56F0YEC63692
1992 Ford 4630 Tractor	2808-180
2002 Dodge Durango	Vin 1B4HS38N02F203627

**Motion** by Commissioner Ashley, second by Commissioner Brammer to declare the vehicles presented as surplus property. Upon call of roll, voting is as follows: Voting aye: Commissioner

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

CHANGE SECOND MEETING DATE

The Board of Commissioners agreed to meet at 4:45 p.m. on Tuesday, Sept. 24, 2019 since they will be out of town for the KLC Conference on Thursday.

ADJOURN

**Motion** by Commissioner Ashley, second by Commissioner McKay to adjourn the meeting at 6 p.m. Upon call of roll, voting is as follows: Voting aye: Commissioner Wood, Commissioner Brammer, Commissioner Ashley, Commissioner McKay and Mayor Coterill, Motion passes.



MAYOR

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CITY CLERK





# MAYSVILLE FIRE DEPARTMENT ATTACHMENT A

216 BRIDGE STREET  
MAYSVILLE, KENTUCKY 41056  
(606) 564-2541 • Fax (606) 564-2543  
kevindoyle@maysvilleky.net

**KEVIN DOYLE**  
Fire Chief

To: City Manager Matt Wallingford, Mayor Cotterill, and City Commissioners

From: Fire Chief Kevin Doyle

RE: Warder Promotion

Date: September 4, 2019

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T. J Warder has served Maysville Fire Department for over seven years and has proven to be an outstanding asset. His devotion to our department is second to none. In the fall of 2018, he completed the Lieutenant promotion process and is slated to replace the position of Lieutenant Greg Hughes, following his retirement. I am recommending that the TJ Warder is promoted to the rank of Lieutenant.



## CITY OF MAYSVILLE ATTACHMENT B

216 BRIDGE STREET • MUNICIPAL BUILDING

MAYSVILLE, KENTUCKY 41056

(606) 564-9419 • Fax (606) 564-9416

[www.cityofmaysville.com](http://www.cityofmaysville.com)

[mattwallingford@maysvilleky.net](mailto:mattwallingford@maysvilleky.net)

MATT WALLINGFORD, AICP  
City Manager

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### MEMORANDUM

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**TO: MAYOR AND CITY COMMISSIONERS**

**FROM: MATT WALLINGFORD, CITY MANAGER**

**SUBJECT: APPOINTMENT OF NEW CHIEF OF POLICE**

**DATE: SEPTEMBER 10, 2019**

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Jared Muse began his career with the Maysville Police Department in August of 1999. Over the next 15 and ½ years, he worked his way up through the ranks and was named Assistant Police Chief in February of 2015. Those of you who know him like I, know that he is a task oriented individual who puts his nose to the grind and achieves positive results through hard work.

Over the past three years, I have worked closely with Jared and I have seen him grow into a respected leader and administrator. Any task I have given him has been completed in a timely, professional manner. He has become the true image of a Community Oriented Police officer.

With all of that stated, I respectfully recommend that Jared Muse be appointed as the City of Maysville's Chief of Police.