

Minutes: City Council Meeting
December 14, 2023
6:00 PM

The Elkton City Council met in regular session at Elkton City Hall, 71 Public Square, on Thursday, December 14, 2023, at 6:00 PM with Mayor Arthur Green presiding.

City Council members present: Michael Case; Doug Gibson; Frank McReynolds; George Orr; and David Powell.
Absent: Danny Laster.

Others present: Laura Brock, City Clerk/Treasurer; Robert Toombs, Chief of Police; Jeff Traugher, attorney; Derrell Waggoner, Fire Chief; and, Amy Chester, *Kentucky New Era*/WEKT Radio.

Mayor Green called the meeting to order at 6:00 pm. Mayor Green led the Pledge of Allegiance and council member McReynolds led invocation.

Mayor Green called for review of the minutes of the November 9, 2023, council meeting. There were no changes and Orr motioned to approve as presented, seconded by Gibson, and carried unanimously.

Clerk Brock presented the financial reports. Brock reported new auditors with Tichenor and Associates have been in the office this week. Also, she and Mayor Green met with representatives of Kentucky League of Cities to discuss employee benefits and to let them know we may look at different options for health insurance. After discussion, Powell motioned to approve the financial reports, seconded by McReynolds, and carried unanimously.

PUBLIC COMMENTS

None

MUNICIPAL ORDERS

Municipal Order 2023-11, "MUNICIPAL ORDER AMENDING POSITION DESCRIPTIONS" was presented to the council. Mayor Green stated this order updates all position descriptions to allow for the pay grade updates the city council approved at a previous meeting and some minor updates to clarify items already approved. Orr motioned to adopt Municipal Order 2023-11, seconded by Gibson, and carried unanimously.

Municipal Order 2023-12, "MUNICIPAL ORDER OF THE CITY OF ELKTON, KENTUCKY AMENDING EMPLOYEE HANDBOOK FOR THE CITY OF ELKTON" was presented to the council. Mayor Green stated this order amends the Employee Handbook regarding vacation time amending time given to employees after 2 months of service to 40 hours and 80 hours of vacation after 2 years of service. Employees will now get 200 hours after fifteen years of service. The policy stays the same for employees with five years of service getting 120 hours and ten years of service receiving 160 hours of vacation time. After discussion, Case motioned to adopt Municipal Order 2023-12, seconded by Orr, and carried unanimously.

BIDS

Mayor Green reported the city did not receive any bids for City Hall and Police Department Renovations Project. Therefore, the city will seek bids on individual items such as moving the window in City Hall and installing new doors at City Hall and Police Department and installing the new porch across both buildings. City employee Josh Reynolds will paint the brick on both buildings.

Mayor Green reported bids received for the Middle School Turning Lane Utility Relocation Project: Abbico Contracting, \$74,400.00; Ernie Davis and Son, \$82,836.00; Bobby Luttrell and Sons, \$95,362.50; and, United Pipeline, \$219,150.00. Mayor Green reported the city will be responsible for this contract and the state will

reimburse the city. Therefore, Mayor Green recommended awarding the contract to the lowest bid from Abbico Contracting. Orr motioned to approve the recommendation, seconded by Powell, and carried unanimously.

DISCUSSION ITEMS

Mayor Green reported the state inspected city lake dam today and there was discussion on the steps to take to remove the dam from high hazard status since several adjustments have been made. Mayor Green reported state officials said an engineering study would have to be completed to see how the adjustments effected the dam. Mayor Green stated after all discussion, he feels the city needs to just continue to maintain the dam like normal. He will request the joint city-county planning commission consider creating a zone to not allow new or replacement housing in the flood hazard area. Also, the city will need to prepare an emergency evacuation plan in case the dam breaks.

Mayor Green reported the city's utility billing software will allow us to send email, text, and voice alerts to all customers. The city ordinance states the city does not have to mail a late notice for delinquent utility bills, therefore the city will start using the notification system instead of mailing a late notice. Clerk Brock stated several notices will be mailed to all utility customers over the next three months to give plenty of notice that the city will no longer mail late notices effective with utility bills due March 7, 2024 and that customers can receive notices by email, text, or voice phone call. The city can use this system to also notify customers of garbage service changes and events.

GRANT AND PROJECT UPDATES

Mayor Green reported the city received a check for \$3,000 from Kentucky League of Cities for the safety grant used this past summer to repair sidewalks. Mayor Green reminded the council that the city has a safety committee that meets every quarter to review claims and discuss safety concerns. After the committee meets, an email reviewing all claims and concerns is sent to all city employees. Mayor Green reported the utility maintenance staff just completed annual defensive driver training and the police are required to complete defensive driver training through the state.

Mayor Green reported final payment has been made to Westate Construction for the Goebel Avenue TAP grant project. We are still waiting on guidance from the state on how to complete drainage repairs.

The city has received clarification that we can be reimbursed by TAP funds to bury utility lines on the West Main Street Sidewalk and Drainage project. It was originally thought grant funds could not be used for utility line burial.

Mayor Green reported he and Clerk Brock had a debriefing call with state TAP grant officials to hear details why the city has not been awarded funding for the Commerce and Allensville Street application the last two years. It was concluded that the state is hesitant to award a small community a project with one or two TAP projects already in process. Also, officials recommended focusing a project on one area in need instead of two separate areas in one application.

Pogue Electric has begun doing some electrical work at the park to prepare for installing new lights and poles on ball field 3. Pennyrile Electric is donating labor and equipment to remove the old poles and assist with installing the new poles. New poles and lights are scheduled to ship to the city on January 15, 2024. Clerk Brock reported proposals for new playground equipment are due next Thursday, December 21st. Four companies have requested proposal specifications. Case asked how the proposals are being accepted and Clerk Brock stated each company is required to submit at least two designs each for two separate playground areas.

ATTORNEY REPORT

Jeff Traughber reported he hopes to have an interlocal agreement to present at the meeting in January for the joint planning commission to move forward with a public hearing regarding the county comprehensive plan. Mayor Green reported he received notice that attorney Traughber's legal fees will be increasing starting in

January.

DEPARTMENT REPORTS

Police Chief Toombs reported the department had 579 calls for service last month, including 32 alcohol related calls. Toombs reported one potential Police Officer Recruit passed Phase I testing through the police academy and will be moving to Phase II. Mayor Green reported 10 security cameras have been installed on Public Square as approved by the council.

Fire Chief Waggoner reported all trucks are running well. There has been no update from ISO after last month's inspection.

Mayor Green and Police Chief Toombs reported the first annual Toy Run event sponsored by the Police Department and That Guy Who Fixes Stuff went very well with 281 toys donated and about \$800 in cash donations. About 30-40 children attend the activities at the Community House. That Guy Who Fixes Stuff gave away two cars at the event.

Mayor Green reported public works has been completing annual flushing requirements. The department installed new string lights around Public Square and the Mayor has received many compliments. Mayor Green stated the department viewed a demonstration of a crack filling system on the pavement on Beckham Road.

Mayor Green reported there are discussions of two potential locations for future annexation. Work has begun at Crouch Farm Subdivision for installing sewer lines and sewer manholes.

CITY COUNCIL CONCERNS

McReynolds asked if ABC regulatory fee collections are on track and Clerk Brock confirmed the city is on track to receive about \$65,000 in fees as budgeted. Collections have been increasing about 10% per year.

Case stated the utility workers and city beautification volunteers did a great job with Christmas decorations this year. Mayor Green confirmed all volunteers will be recognized in this month's newsletter. Everyone has received many compliments about how beautiful the Square is decorated.

Powell reported complaints about people parking on the street on Streets Avenue. He stated drivers need to be extra cautious driving on this street.

MAYOR'S REPORT

Mayor Green reminded everyone the Christmas parade was rescheduled due to weather to this Saturday, December 16th.

Knuckles Insurance will be bringing smoked Boston butts to City Hall tomorrow and the council and all employees are invited to come to City Hall for lunch at 12:30 pm.

Mayor Green reported the tree lighting ceremony and event was a huge success. Clerk Brock recognized and thanked Assistant Clerk Kayce Bright for organizing the event.

There was no further discussion, and the meeting was adjourned at 6:48 pm.

Arthur Green, Mayor

Laura M. Brock, City Clerk/Treasurer