

**WILLIAMSTOWN CITY COUNCIL
REGULAR COUNCIL MEETING**

**September 6, 2022
6:00 P.M.**

PRESENT: Mayor Skinner; Kim Crupper; Ronnie Maines; Greg Middleton; Bob Perry; Gina Smith; Ronnie West; Jeff Shipp and Vivian Link

ALSO PRESENT: Jamie Baker; Jayson Payne; and Mark Christopher

Mayor Skinner called the Meeting to order.

Mayor Skinner welcomed all in attendance and requested all to sign in.

Mayor Skinner requested all in attendance to stand and Pledge Allegiance to the American Flag.

INVOCATION: Kim Crupper

AUDIENCE RECOGNITION

Mayor Skinner requested Jamie Baker to speak at this time.

Jamie Baker apologized for the cancellations she had done previously. She stated she has been short staffed. Ms. Baker informed Council of the many upcoming projects happening in Grant County. There is an industrial package coming to Dry Ridge, the Hotel on the Ark property is scheduled to open in March or April of 2023. A second Hotel in Dry Ridge is being started. She further stated Grant County has property available in the interest of economic development.

She has been looking at a regional approach for development as well. Tourism is being marketed thru ads on WNKR. Ms. Baker is currently working on events to promote for 2023-2024 calendar. Further discussion occurred.

Corrections and Approval of Minutes for Regular Council Meeting of August 1, 2022

Bob Perry made the motion to approve the minutes for Regular Council Meeting of August 1, 2022. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

ANNOUNCEMENTS

a. The next Special Council Meeting will be held on Monday, September 19, beginning at 6 p.m. The Mayor is requesting it be held on Monday, instead of Tuesday, if all were in agreement.

b. Mayor Skinner announced the birth of his new grandson named Nash Carter.

NEW BUSINESS

Municipal Order No. 2022-01, Personnel Policy Amendment (Part II: Employment Process, Specifically Pertaining to Procedures for Filling Vacancies Policy)

As directed by Council, Jeff Shipp read Municipal Order No. 2022-01, Personnel Policy Amendment (Part II: Employment Process, Specifically Pertaining to Procedures for Filling Vacancies Policy), in summary. Section 1B wording was changed in reference to ways to advertise for vacant position(s).

Greg Middleton made the motion to approve Municipal Order No. 2022-01, Personnel Policy Amendment (Part II: Employment Process, Specifically Pertaining to Procedures for Filling Vacancies Policy). Ronnie West seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Municipal Order No. 2022-02, Personnel Policy Amendment (Part III: Conditions of Employment, Specifically Pertaining to Probation Policy)

As directed by Council, Jeff Shipp read Municipal Order No. 2022-02, Personnel Policy Amendment (Part III: Conditions of Employment, Specifically Pertaining to Probation Policy), in summary. Item 4 was added stating an employee will not receive any pay increases during the probationary period.

Gina Smith made the motion to approve Municipal Order No. 2022-02, Personnel Policy Amendment (Part III: Conditions of Employment, Specifically Pertaining to Probation Policy). Bob Perry seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Municipal Order No. 2022-03, Personnel Policy Amendment (Part V: Compensation Plan, Specifically Pertaining to Overtime Policy and On-Call Duty Policy)

As directed by Council, Jeff Shipp read Municipal Order No. 2022-03, Personnel Policy Amendment (Part V: Compensation Plan, Specifically Pertaining to Overtime Policy and On-Call Duty Policy), in summary. Section 1, Part V, Item C, #2 wording was added. Section E for on-call duty was increased from \$50 to \$75.

The policy is stating sick leave shall not be considered as hours worked for overtime pay purposes. The wording "except when an employee is called out to perform work duties as required within the same pay week that the sick leave is taken" was added. Kim Crupper questioned why call out an employee when they are sick. The different circumstances that have come in to play was explained. Discussion occurred.

Ronnie Maines made the motion to approve Municipal Order No. 2022-03, Personnel Policy Amendment (Part V: Compensation Plan, Specifically Pertaining to Overtime Policy and On-Call Duty Policy). Gina Smith seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Municipal Order No. 2022-04, Personnel Policy Amendment (Part VI: Benefits, Specifically Pertaining to Vacation (Annual Leave) Policy and Insurance Policy)

As directed by Council, Jeff Shipp read Municipal Order No. 2022-04, Personnel Policy Amendment (Part VI: Benefits, Specifically Pertaining to Vacation (Annual Leave) Policy and Insurance Policy), in summary. Item 3 changes were discussed.

One week of vacation would be applied to newly hired employees completing six months of employment with a successful probation period. Seven year employees through twelfth year employees will now receive 120 hours of vacation and thirteen year employees and above will receive 160 hours of vacation per year. Insurance wording updates were also corrected.

Kim Crupper stated he feels an employee should be employed for a complete year before being granted any vacation. Discussion occurred.

Ronnie West made the motion to approve Municipal Order No. 2022-04, Personnel Policy Amendment (Part VI: Benefits, Specifically Pertaining to Vacation (Annual Leave) Policy and Insurance Policy). Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	no	Ronnie Maines	yes
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Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

Majority voted in favor. Motion carried.

City Council Consideration/Approval to Proceed with Advertising for Bid the Castleknoll Waterline Project

Mayor Skinner stated the second round of financing has been approved by the State and could be up to \$190,000. He further stated Josh Stinson has reworked the estimate to be at \$150,000. Grant money through HB1 is available and is a reimbursable Grant. The waterline would be a 4" line and an estimate six week project. The bids received would have to be approved by City Council.

Bob Perry made the motion authorizing the Mayor to proceed with advertising for bid the Castleknoll Waterline Project. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

City Council Consideration/Approval to Proceed with Advertising for Bids 2 Juniper MX204 Routers. The Money is in the Cable's C Band Relocation Fund. Estimated cost is \$75,000

Mayor Skinner stated the equipment in place is at the end of its life. The money for the equipment is in hand by the Cable Department and the piece of equipment would qualify for the use of the funds the City has received.

Greg Middleton made the motion authorizing approval to proceed with advertising for bids 2 Juniper MX204 Routers at an estimated cost of \$75,000. Gina Smith seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

City Council Consideration/Approval to Advertise for Proposal of an XGS-PON Network Access Solution, A DOCSIS 3.1 or Higher Cable Modem Termination System Capable of both Centralized and Distributed Access Architecture, and a Video Solution Capable of Providing Video Services to Customers on both the Hybrid Fiber Coax and XGS-PON systems

Mayor Skinner stated the system is at capacity and there is new generation available. It is estimated to be at a cost of \$200,000.

Greg Middleton made the motion for approval to advertise for proposal of an XGS-PON Network Access Solution, a DOCSIS 3.1 or Higher Cable Modem Termination System Capable of both Centralized and Distributed Access Architecture, and a Video Solution Capable of providing Video Services to customers on both the Hybrid Fiber Coax and XGS-PON systems. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

City Council Consideration/Approval of the 2022 Tax Rate for Real Property and Tangible

A memo was presented to Council regarding the 2022 proposed tax rates prepared by NKADD. Vivian Link is recommending to keep the tax rate the same as last year which is .371 (per \$100 of assessed value) on real property and .490 (per \$100 of assessed value) on personal property. Some discussion occurred.

Ronnie West made the motion to agree to keep the 2022 Tax Rate of .371 (per \$100 of assessed value) on real property and .490 (per \$100 of assessed value) on personal property, which is the same as last year. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Police Policy and Procedures Approval (Municipal Order 2022-05)

Steve Cornman was present to answer any questions. He further stated the Policy and Procedure Manual needed updating. Many changes were needed since the last time the policy was updated. Kim Crupper questioned why the policy wasn't available for review. Further discussion occurred.

As directed by Council, Jeff Shipp read Municipal Order 2022-05, Police Department Policies and Procedures Manual, in summary.

Ronnie West made the motion to approve Municipal Order 2022-05, Police Department Policies and Procedures Manual. Bob Perry seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

City Council Consideration/Approval to Proceed with Advertising for Bids for New Wastewater Channel Grinder Pump and Installation

Mayor Skinner stated Mark Miller has done research and recently visited another Waste Water Treatment Facility that currently uses this pump. He has received a quote for \$70,000, which includes the installation. The Channel Grinder Pump will replace the Basket System that is currently in use.

Greg Middleton made the motion to approve to proceed with advertising for bids for new Wastewater Channel Grinder Pump and Installation. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Superintendents' Reports to Council

Council was presented a brief report from each Department Superintendent and Mayor Skinner. Discussion occurred about the Amphitheatre problems.

Adjourn

Ronnie Maines made the motion to adjourn. Gina Smith seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Signed:

10/4/22
DATE

Vivian Link

Vivian Link
City Clerk/Treasurer

Rick Skinner

Rick Skinner, Mayor
City of Williamstown, Kentucky

SPECIAL MEETING
Williamstown City Council
September 23, 2022
12:00 P.M.

PRESENT: Mayor Skinner; Kim Crupper; Ronnie Maines; Greg Middleton; Bob Perry; Gina Smith; Ronnie West; and Vivian Link

Mayor Skinner called the meeting to order.

First Reading of Ordinance 2022-12, 2022 City Property Tax Rate

Mayor Skinner gave the First Reading of Ordinance 2022-12, 2022 City Property Tax Rate, in summary.

The tax rate of .371 (per \$100 of assessed value) for real property and .490 (per \$100 of assessed value) for personal property is the rate. It is noted the tax rate is staying the same as the 2021 tax rate. There is no increase.

Adjourn

Bob Perry made the motion to adjourn. Ronnie Maines seconded the motion, and the vote was as follows:

Kim Crupper	yes	Ronnie Maines	yes
Greg Middleton	yes	Bob Perry	yes
Gina Smith	yes	Ronnie West	yes

All voted in favor. Motion carried.

Signed:

10/4/22
DATE

Vivian Link
Vivian Link
City Clerk/Treasurer

Rick Skinner
Rick Skinner, Mayor
City of Williamstown, Kentucky