

**RICHMOND CITY COMMISSION  
MINUTES  
WORKSHOP MEETING  
NOVEMBER 15, 2016  
CITY HALL  
CONFERENCE ROOM  
9:30 AM**

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**Mayor Pro-Tem Baird called the meeting order 9:30 a.m.**

**PRESENT: Commissioner Blythe, Morgan, Newby, and Mayor Pro-Tem Baird  
ALSO PRESENT: Richard Thomas; City Manager, Garrett Fowles; City Attorney,  
Lisa Cassity; City Clerk  
Absent: Mayor Barnes**

**Richmond Utilities- Scott Althausser**

Mr. Althausser provided update on other local water shortage issues due to drought like conditions. He assured the commission that the Kentucky River is still flowing adequate and sees no water shortage in the future for the City of Richmond. He elaborated that the City of Berea receives their water from another source which is why they have issued a shortage.

**Ordinance 16-30:** An Ordinance of the City of Richmond, Kentucky Revising the Fee Schedule set forth in Chapter 150 of the City of Richmond, Kentucky Code of Ordinances Applicable to the Code Enforcement Department, and Further Amending the Said Chapter to Reflect Current Codes Presently in Effect in the City.

**Second Reading**

Read by City Attorney

Motion: Commissioner Blythe

Seconded: Commissioner Newby

<b>VOTING:</b>	<b>YES</b>	<b>NO</b>
Commissioner Blythe	x	
Commissioner Morgan	x	
Commissioner Newby	x	
Mayor Pro-Tem Baird	x	
Mayor Barnes	absent	

**Order 16-111:** An Order of the City of Richmond, Kentucky Authorizing the filing of an Application for an Assistance Firefighters Grant (AFG) through Federal Emergency Management Agency (FEMA).

Read by City Clerk

Motion: Commissioner Newby

Seconded: Commissioner Blythe

<b>VOTING:</b>	<b>YES</b>	<b>NO</b>
Commissioner Morgan	x	

Commissioner Newby	x
Commissioner Blythe	x
Mayor Pro-Tem Baird	x
Mayor Barnes	absent

**Order 16-112:** An Order of the City of Richmond Declaring a Certain Vehicle Surplus in the City and Providing for its Disposal.

Read by City Clerk

Motion: Commissioner Morgan

Seconded: Commissioner Blythe

**VOTING: YES NO**

Commissioner Morgan	x
Commissioner Newby	x
Commissioner Blythe	x
Mayor Pro-Tem Baird	x
Mayor Barnes	absent

**Order 16-113:** An Order of the City of Richmond Kentucky Approving a Lease Agreement and Authorizing the Mayor to Sign it on behalf of the City.

Read by City Clerk

Motion: Commissioner Morgan

Seconded: Commissioner Newby

**VOTING: YES NO**

Commissioner Newby	x
Commissioner Blythe	x
Commissioner Morgan	x
Mayor Pro-Tem Baird	x
Mayor Barnes	absent

**Employee Comp Claims Update- Philip Williams, Safety & Risk Coordinator**

Mr. Williams announced that there are several departments that have no workers comp claims this year. He would like to reward those departments for improved efforts to keep their employees safe this year. Discussion continued about ways to reward those departments.

**~~Downtown Update- Rose Rex, Downtown Coordinator~~**

**Order 16-114:** An Order of the City of Richmond Adopting a Museum & Recreational Programmer Job Description for the City.

Read by City Clerk

Motion: Commissioner Morgan

Seconded: Commissioner Newby

Mayor Pro-Tem Baird announced that Erin Moore, Parks Director and Lori Tatum, Tourism Director is present if there are any questions from the commission.

Ms. Moore briefed the commission on her staff levels from 2009 to current, and added programs to her department. Since the department office has relocated to 345 Lancaster Ave she stated that over 60 people have come to the office inquiring about the museum, questioning if the facility to open for meetings/gatherings, or requesting a tour. She explained at this time due to level of staffing and programs the museum has not been open or been able to be properly maintained.

Commissioner Newby questioned what was at the museum or does the park see if the proposed position is filled, would there be expanded services.

Ms. Tatum explained the history of the museum dating back to 1997 and described the items in the museum which most are on loan. She brought the inventory book of all the items which are in the museum and her Tourism Board has requested that she complete a final inventory before the Parks Department operates.

Commissioner Morgan questioned if parks summer camp would use Irvinton House now as their home base. Ms. Moore responded no, however that the entire inventory would be protected.

Commissioner Morgan questioned if this position would require a budget amendment, which Ms. Moore responded no.

<b>VOTING:</b>	<b>YES</b>	<b>NO</b>
Commissioner Morgan	x	
Commissioner Newby	x	
Commissioner Blythe	x	
Mayor Pro-Tem Baird	x	
Mayor Barnes	absent	

### **Departmental Reports**

#### **Fire Department- Wayne Long**

Chief Long also with Madison County EMA CSEPP announced that the County with Richmond and Berea has applied for a grant to purchase fire trucks. Fifty percent will be funded by CSEPP and remaining will need to be funded by the local governments. Chief Long announced that he has requested a 78' Ladder Truck which would be used at Station 3 and would approximately cost the city \$400,000.00. Commission asked him to present an Order for next meeting pending approval.

#### **Executive Session- Per KRS 61.810 (1) (f) Personnel and Per KRS 61.810 (c) Potential Litigation at 10:38 a.m.**

Motion: Commissioner Blythe  
Seconded: Commissioner Newby

<b>VOTING:</b>	<b>YES</b>	<b>NO</b>
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Commissioner Morgan	x
Commissioner Newby	x
Commissioner Blythe	x
Mayor Pro-Tem Baird	x
Mayor Barnes	absent

Commissioner Morgan exited meeting at 11:00a.m.

**Out of Executive Session back into Regular Session at 11:15 a.m.**

Motion: Commissioner Blythe  
 Seconded: Commissioner Newby

<b>VOTING:</b>	<b>YES</b>	<b>NO</b>
Commissioner Morgan	absent	
Commissioner Newby	x	
Commissioner Blythe	x	
Mayor Pro-Tem Baird	x	
Mayor Barnes	absent	

**City Manager’s Report**

No report

**Board of Commissioner’s Reports**

**Commissioner Blythe**

1. Police Department- Requested that two topics be up for discussion and consideration by the commission.

- a) Education- 50 cents for Associates degree, \$1.00 for Bachelor’s degree.
- b) Take Home Fleet to have radius established.

Chief Ebert discussed that he has considered these 2 items which is something that can be considered now. He requested that the radius be changed to 25 miles of the police station, since currently it’s restricted to only Madison County. He felt that this option would assist with recruits that currently live out of Madison County.

Jessica Masters, HR Director responded that the take home fleet is something that can be considered relatively easier than then education pay increase. She expressed that HR department would need to evaluate the current pay scale and other logistics on how the education would be added to the rate of pay. She announced that HR is currently already discussing the possibility of changing when insurance can be effective for employees to assist with hiring processes.

Commission asked Chief Ebert to move forward with presenting an Order at the next meeting for consideration on the Take Home Fleet policy amendment.

**Adjournment: 11:36 a.m.**

Motion: Commissioner Newby

Seconded: Commissioner Blythe

**VOTING:**

	<b>YES</b>	<b>NO</b>
Commissioner Blythe	x	
Commissioner Morgan	absent	
Commissioner Newby	x	
Mayor Pro-Tem Baird	x	
Mayor Barnes	absent	

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MAYOR

ATTEST:

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City Clerk