

MINUTES
SMITHS GROVE CITY COMMISSION REGULAR MEETING
SMITHS GROVE MUNICIPAL BUILDING
TUESDAY MAY 26, 2015 7:00 P.M.

Members Present: Mayor Stiffey, Commissioner Stiffey, Commissioner Stidham, Commissioner Vincent

Members Absent: Commissioner Cannon

Also Present: City Attorney Wes Milliken

Mayor Stiffey called the meeting to order at 7:01 pm.
Invocation was given by Mr. Earl Coker
All present recited the Pledge of Allegiance

Mayor Stiffey welcomed special guests Tonya Colley and Steve McWhorter with Warren County Planning & Zoning.

READING AND APPROVAL OF MINUTES

Minutes of Municipal Road aid Hearing (April 27, 2015)

Minutes of Regular Meeting (April 27, 2015)

The meeting minutes were approved by acclimation.

REPORTS

Treasurers Report (April 2015)

A motion was made by Mayor Stiffey to accept the Treasurers Reports as read and was seconded by Commissioner Vincent. Ayes all members so the motion passed 4 – 0.

Administrative Report

Mayor Stiffey reported that the sign for City Hall has not been completed as of yet but he hopes it will be done next week.

He also reported that the Commission, Clerk, and Police have been asked to attend the June 1st meeting of the Smiths Grove Lions Club. It is his understanding that this will have something to do with the Christmas parade.

Public Works Report

Commissioner Stidham reported that all of the street lights that were out have been replaced except the three that some residents stated they did not want replaced.

At this time Commissioner Stiffey stated that he thought the street signs were looking good however, he feels that the signs on 6th Street should be moved to the city limits.

Mayor Stiffey stated that he thought the city should go ahead and see about hiring the gentleman from the state to replace/repair signs and posts when needed since Commissioner Cannon must not have the time or be able to do it.

Mayor Stiffey also stated he would like for the commission to start looking at streets to decide which ones need resurfacing the worst.

Mr. Anthony Stidham stated that he felt that Laurel where the sidewalk is level with the road should be paved over. That there was no need for a sidewalk there and it should just be made part of the street.

Mayor Stiffey stated that since the sidewalk was put in with grant money he did not know if that could be done and differed to Attorney Milliken.

Attorney Milliken stated that he would need the grant information before he could answer the question. At this time he asked Clerk Brewer if she would see if you could find the original grant information and send to him.

Mayor Stiffey also stated that he would like to fix a few of the sections of sidewalk that are in poor condition.

Mr. Anthony Stidham asked if there were any plans at this time to chip seal the alleys' to which Mayor Stiffey replied that "at this time he wants to worry mostly about the streets".

Police, Public Safety, Health and Welfare Report

Commissioner Stiffey stated that he had nothing to report at this time and asked Chief Vance if he had anything to report.

Chief Vance reported that since he started the position he has cleaned out the evidence room and disposed of twelve (12) items of evidence along with some items he did not feel were needed any longer. Also, as of May 7, 2015 the Smiths Grove Gun & Pawn is now in compliance and he plans on checking on them at least monthly, he and Mayor Stiffey went to the range one day and he has now switched from his personal weapon to a city owned weapon. He also reported that last week He and Mayor Stiffey attended two Memorial Services for fallen officers. One was in Bowling Green and the other was in Frankfort/Richmond.

At this time Commissioner Vincent stated that he had noticed that every vehicle on North Main Street was now parked correctly.

Mayor Stiffey reported that we did receive our new Code and Ordinance Violation citations today and passed them around for everyone to look at.

He also stated that the city has an opportunity to get a COPS grant for hiring another full time police officer. At this time he turned the floor over to Chief Vance to explain.

Chief Vance explained that it was a matching grant to which the city has had the opportunity to apply for in the past. The city would pay 25% of the salary for a full time officer with the grant amount being ten thousand dollars (\$10,000) for three years. Once the three years were up the city would then decide if they wanted to continue or not unless the grant stipulated differently. The grant considers four (4) days a week full time.

Commissioner Vincent inquired as to if the grant could be use on the police cruiser and equipment we already have. Chief Vance and Attorney Milliken stated that this grant was only for salary for the officer.

Cemetery Report

In Commissioner Cannon's absence Mayor Stiffey stated that Clerk Brewer has sent out donation letters for the cemetery and so far we have received one thousand six hundred dollars (\$1,600) in donations since the end of April.

He also reported that the Smiths Grove Women's Club had their Memorial Day Service this past Saturday at the chapel. The Women's Club always does a great job with the honoring of our veterans.

Mayor Stiffey reported that he would like to look at paving some of the roads in the cemetery and connecting the gravel roads with rock. He would like to extend the road on the back side of the cemetery to the property donated by Pete Jones.

Code Enforcement Report

Commissioner Vincent reported that he would like to warn residents of code Violation before they are cited and if not corrected in seven (7) days then give them a citation for the violation. Therefore, Attorney Milliken had been asked to compose a form letter that could be used. At this time the letter was read to all present.

Commissioner Vincent made a motion that he, Mayor Stiffey and Clerk Brewer meet and make desired changes to the letter and then the letter be used by Chief Vance. The motion was seconded by Mayor Stiffey. Ayes all members present so the motion passed 4 – 0.

COMMITTEE REPORTS

None

OLD BUSINESS

Second Reading Ordinance 15-001 82.00 An Ordinance Amending the Zoning Ordinance for Incorporated Areas of Smiths Grove, Commonwealth of Kentucky (Text Amendment of Articles 2-8)

At this time Mayor Stiffey made a motion to accept Ordinance 15-001 82.00 as written. The motion was seconded by Commissioner Stiffey. With there being no further discussion roll was called and the motion passed with a vote of 4 – 0.

Second Reading of Ordinance # 12-002 230.20 The City of Smiths Grove Annual Budget for the fiscal year 2015/2016.

Motion was made by Commissioner Stidam to accept the ordinance as written and was seconded by Commissioner Stiffgey. Ayes: All members present. Motion carried 4 – 0.

Letter to Earl Bishop

At this time the floor was turned over to Attorney Milliken who read the letter he had composed to Mr. Bishop.

Attorney Milliken stated that he will mail the letter to the address that we have for Mr. Bishop and was asked by Commissioner Stidham if he could send it Certified. Attorney Milliken stated that he would gladly do so.

Chief Vance stated that if we could get a physical address on Mr. Bishop he would be glad to serve the letter himself.

Clerk Brewer will try to get a physical address for Mr. Bishop

Smiths Grove Clean Up Days

Mayor Stiffey stated that since this item was tabled at the last meeting until tonight the commission needed to discuss the matter.

Diana Stiffey stated that she suggested that the city do away with the Clean Up days.

Mayor Stiffey stated that he agreed with her due to the fact someone would have to be there constantly to make sure not abused.

At this time the commission decided to take no action on the matter.

Assistant City Clerk Position

Mayor Stiffey reported that Clerk Brewer had talked to her connections with the Kentucky Municipal Clerks Association and they suggested that it would be best to make a position for an Assistant Office Personnel instead. However, Mayor Stiffey wants this person to basically be able to do the same job as the clerk. That way the person could fill in in the clerks absence.

Commissioner Stiffey stated that he felt that the office should be open five days a week and the extra person could work on the day the clerk was off.

Mayor Stiffey stated that he knew that the description he had given would take work to tweak but that he wanted to move ahead with hiring someone.

Commissioner Vincent stated he thought the city should go ahead and start getting applications and Commissioner Stiffey agreed. Attorney Milliken and Clerk Brewer informed then this could not be done until an Ordinance was done creating the position.

Attorney Milliken suggested that before anything was done the city's auditor should be asked what all this person could do regarding Internal Controls before letting another person have access to the books/computer system.

Mayor Stiffey stated that he wants to make sure the city has checks and balances and if this person was limited to what they could do he felt it would defeat the purpose in hiring them.

Attorney Milliken once again stated that the Auditor/C.P.A. needed to be included because they would know what was best to do as far as the accounting goes. He stated that he would be glad to contact our Auditor Diane J. Moats and see what her suggestions/thoughts were. Also, if this person was going to be handling city monies they would have to be bonded.

Mr. Earl Coker stated that if another person was to be hired he felt they should have to meet all the hiring requirements as Clerk Brewer.

At this time a motion was made by Commissioner Vincent to fulfill all the requirements that need to be fulfilled to hire someone and to have Attorney Milliken to write up the Ordinance for the position. The motion was seconded by Mayor Stiffey. With no further discussion roll was called for. Ayes all members so the motion passed 4 – 0.

NEW BUSINESS

Proclamation for National Garden Week June 1 – June 6, 2015

Mayor Stiffey read the Proclamation and presented it to Mrs. Legge of the Warren East Garden Club.

Street Light Proposal for Ridgecrest

Mayor Stiffey reported that he had received a letter from Mike Bell with Warren RECC in regards to the street lights on Ridgecrest that Commissioner Stidham had inquired about. He apologized to Commissioner Stidham that he had not informed her of this.

He stated that Mr. Bell's letter quoted the price for five (5) new lights, four (4) on Ridgecrest Drive and one (1) at the corner of Third and Church Alley. However, he did not think there was a need for a light at Ridgecrest & Lawson. He felt that one should be put where it would light up Sunset as per Rosemary Legge's request. The total monthly billing for five (5) new lights and four (4) poles would be eighty eight dollars and seventeen cents (\$88.17) added to our bill per month.

Mayor Stiffey stated that Mr. Bratcher, who lives on Ridgecrest, had talked to most of the residents on the street and they were in favor of the lights. The only ones not in favor of were the Burhl's which are in the middle of the street.

At this time a motion was made by Mayor Stiffey to put three (3) lights on Ridgesrest Drive, one (1) at the corner of Third & Church Alley, and one (1) at Sunset & Post Office. The motion was seconded by Commissioner Stidham. With there being no further discussion roll was called. Ayes all members present so the motion passed 4 – 0.

Time Change for Meetings

Mayor Stiffey stated that there had been a suggestion to change the time for the regular meetings to make them earlier and he would like to know how the commission felt about this matter.

It was brought to the attention of the commission that if the time were changed it would have to be done through an ordinance.

Commissioner Stiffey stated that he did not see any reason to change the time.

Commissioner Vincent stated that he had been the one to suggest the time change but if it involved an ordinance he thought it should just stay as is.

No action was taken on this matter.

Reach Alert System

Mayor Stiffey explained that the Reach Alert System was a company working with Kentucky League of Cities that contact residents of the city if there was an emergency. Residents could choose to receive text alerts, voice calls, or e-mails. This would cost the city two dollars (\$2.00) per household/business for approximately 350. However, for the first year it would only be one dollar (\$1.00) per household/business.

Commissioner Vincent asked who would pay this fee the city or the residents. Mayor Stiffey stated it would be the city unless they found a way to pass on to the household/business.

Commissioner Vincent and Commissioner Stiffey both stated they were not in favor of.

No action was taken on this matter.

Polo Shirts for Mayor, Commission, & Employees

Mayor Stiffey stated that this had been brought up in the past and he felt it would be a good idea to have shirts made with the city logo and each person's name on it. This would be good to wear for meetings, BRADD, KLC and other occasions.

Commissioner Vincent stated that he would be opposed if the city were going to pay for the shirts. If everyone wanted to pay for their own he was good with that.

Commissioner Stidham is going to get a quote on the cost for the shirts.

With there being no further business to conduct, Commissioner Stidham made a motion to adjourn and it was seconded by Commissioner Stiffey. Ayes all members so the meeting was adjourned at 8:24 pm.

APPROVED _____
DAVID L. STIFFEY, MAYOR

ATTEST _____
DEBORAH K. BREWER, CITY CLERK

DATE _____
Minutes were prepared by Deborah K. Brewer, City Clerk